# Proffil Swydd/Job Profile

## **Teitl y Swydd –** Athro/awes Datblygu'r Gymraeg a Dwyieithrwydd

## **Post Title -** Teacher Improving Welsh and Bilingualism

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|---|---|
| Adran | Addysg a Hamdden |
| Department | Education & Leisure |
| Is-Adran/Adain | Addysg |
| Division/Section | Education |
| Gradd/Grade | Gradd Dysgu / Teaching Grade M2 – U3 |
| Rhif y Swydd/Post Number | 036152 |
| Paratowyd Gan/Prepared by | Rheolwr Datblygu'r Iaith Gymraeg / Welsh Language Development Manager |
| Dyddiad Paratoi/Date prepared | Mawrth/March 2026 |

Disgwylir i bob gweithiwr gynnal gwerthoedd craidd yr Awdurdod, sydd wedi'u hadlewyrchu yn ein Fframwaith Ymddygiad a Gwerthoedd, a chynnal egwyddorion Polisi Cydraddoldeb ac Amrywiaeth yr Awdurdod neu, os ydynt yn gweithio mewn ysgol, Bolisi Cydraddoldeb ac Amrywiaeth yr ysgol, fel sy'n briodol i lefel atebolrwydd a chyfrifoldeb y swydd yn y sefydliad

Every employee is expected to uphold the authority's core values reflected within our Behaviour and Values Framework and maintain the principles of the authority's Equality and Diversity Policy or, if employed within a school, the school's Equality and Diversity Policy, as appropriate to the accountabilities and seniority of the post within the organisation.

**Prif Ddiben y Swydd**

Codi a chynnal safonau addysgu a dysgu'r Gymraeg ar draws y sir drwy ddarparu arweiniad arbenigol, cefnogaeth, modelu addysgu effeithiol ac arwain dysgu proffesiynol i ysgolion, yn unol â blaenoriaethau'r Cynllun Strategol Cymraeg mewn Addysg (CSCA).

**Prif cyfrifoldebau**

1. Meddu ar arbenigedd cryf yn y Gymraeg a'r broses o gaffael iaith ar draws y Meysydd Dysgu, yn unol â'r Cwricwlwm i Gymru, ynghyd ag ymgysylltu ag ymchwil ac â datblygiad proffesiynol parhaus er mwyn cynnal gwybodaeth a sgiliau proffesiynol cyfoes sy'n arwain y sector.
2. Cynghori arweinwyr ysgol a staff addysgu/cynorthwywyr ar bedagogiaeth effeithiol ar gyfer addysgu a chaffael iaith, a chefnogi ymrwymiad ysgolion i flaenoriaethau'r Cynllun Strategol Cymraeg mewn Addysg.
3. Cefnogi arweinwyr ysgolion i hunan-arfarnu'r ddarpariaeth cyfrwng Cymraeg, cynllunio gwelliant, a chefnogi gweithrediad a dilysu'r Siarter Iaith / Siarter Iaith Cymraeg Campus, yn ogystal â chynllunio cynnydd yng nghymhwysedd iaith Gymraeg y gweithlu addysg.
4. Modelu dulliau addysgu effeithiol drwy addysgu ar lawr y dosbarth mewn ysgolion ar draws yr awdurdod, a darparu cyfnodau o addysgu a chefnogaeth bwrpasol i godi safonau'r Gymraeg.
5. Targedu disgyblion yn gywir drwy drafod gyda phenaethiaid ac athrawon, a chynllunio cefnogaeth sy'n briodol ac yn ymatebol i'w hanghenion unigol.
6. Cynllunio, arwain a gwerthuso effaith cyfleoedd dysgu proffesiynol o safon uchel, yn seiliedig ar ymchwil ac ar arferion mwyaf effeithiol yn lleol, rhanbarthol ac yn genedlaethol.
7. Cynhyrchu adnoddau dysgu ac addysgu gwreiddiol ac o safon uchel, rhannu arfer orau ymysg ymarferwyr, a chefnogi addysgu a dysgu'r Gymraeg o ansawdd uchel.
8. Addysgu mewn canolfan drochi iaith Gymraeg pan fo angen, gan gefnogi newydd-ddyfodiaid i symud yn hyderus ar hyd y continwwm iaith, a sicrhau bod trefniadau asesu pwrpasol ar waith i fonitro cynnydd dysgwyr yn effeithiol ac addasu'r addysgu yn unol â'r angen.
9. Monitro cynnydd ysgolion a chlystyrau ar hyd y continwwm iaith, paratoi adroddiadau effaith clir a thrylwyr, ac adrodd yn ôl i arweinwyr i lywio datblygiadau strategol.
10. Cydweithio'n agos o fewn Gwasanaeth y Gymraeg mewn Addysg, gan rannu adnoddau, gwybodaeth a diweddariadau yn rheolaidd, a dangos hyblygrwydd i addasu ffocws gwaith yn ôl yr angen, ynghyd â chefnogi hyrwyddo addysg cyfrwng Cymraeg a dwyieithog drwy amrywiol ddulliau, gan gynnwys cyfryngau cymdeithasol.
11. Cyflawni unrhyw ddyletswyddau eraill a neilltuir yn rhesymol gan y llinell-reolwr, sy'n gyfatebol i radd y swydd hon.

| **Yn gyfrifol am staff/offer** |
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| • Cluniadur |
| **Yn atebol i** |
| Arweinydd Tim Athrawon Datblygu'r Gymraeg |

**Meini Prawf Hanfodol**

**Cymwysterau, Hyfforddiant galwedigaethol ac Aelodaeth Broffesiynol**

Addysg hyd at lefel gradd neu'r cyfwerth

Statws Athro Cymwysedig (SAC)

**Y sgiliau sy'n ymwneud â'r swydd a Galluoedd**

- Sgiliau rhyngbersonol a chyfathrebu rhagorol, gan allu adeiladu perthnasoedd cadarnhaol ag ysgolion.
- Hyder wrth ddefnyddio technoleg ddigidol ac offer Deallusrwydd Artiffisial (AI) i gefnogi addysgu a dysgu.
- Y gallu i gydweithio'n effeithiol fel rhan o dîm, yn ogystal â gweithio'n annibynnol pan fo angen.
- Arbenigedd ieithyddol cryf yn y Gymraeg, llafar ac ysgrifenedig.
- Dealltwriaeth gadarn o bedagogiaeth effeithiol ar gyfer addysgu iaith.
- Sgiliau cyflwyno a hwyluso dysgu proffesiynol i oedolion mewn modd hyderus ac ymgysylltiol.
- Y gallu i fodelu addysgu o ansawdd uchel mewn ystafelloedd dosbarth.
- Sgiliau trefnu a rheoli amser rhagorol, gan flaenoriaethu tasgau'n effeithiol.
- Y gallu i ddadansoddi data ac asesu cynnydd dysgwyr i lywio camau nesaf.
- Sgiliau datrys problemau a hyblygrwydd i ymateb i anghenion sy'n newid mewn ysgolion.

**Gwybodaeth**

- Gwybodaeth gadarn am strategaethau dysgu effeithiol a phwrpasol ar gyfer cyflwyno'r Gymraeg.
- Dealltwriaeth glir o'r broses o gaffael iaith a datblygiad ieithyddol dysgwyr ar hyd y continwwm iaith.
- Gwybodaeth ddeallus a chyfoes am gynllunio a chyflwyno'r Cwricwlwm i Gymru.
- Dealltwriaeth o ddulliau monitro ac asesu i fesur cynnydd a llywio camau nesaf.
- Gwybodaeth am arferion addysgu effeithiol mewn cyd-destunau trochi, dwyieithog ac ail iaith.
- Ymwybyddiaeth o bolisïau a strategaethau cenedlaethol sy'n ymwneud â datblygu'r Gymraeg mewn addysg.
- Dealltwriaeth gadarn o egwyddorion cynhwysiant, niwrowahaniaeth a dulliau sy'n ymwybodol o drawma.
- Dealltwriaeth gadarn o'r Ddeddf Anghenion Dysgu Ychwanegol (ADY) a'i goblygiadau i ysgolion, dysgwyr a chynllunio darpariaeth.

**Profiad**

- Profiad a thystiolaeth o addysgu rhagorol o'r Gymraeg sy'n arwain at gynnydd mesuradwy mewn dysgu.
- Profiad o gyflwyno'r Gymraeg fel iaith gyntaf, ail iaith a/neu mewn cyd-destun trochi.
- Profiad o gynllunio a chyflwyno gwersi iaith effeithiol sy'n hyrwyddo cynnydd i bob dysgwr.
- Profiad o weithio gyda thimau ysgol, gan gynnwys cydweithio ag arweinwyr a chydlynwyr.
- Profiad o ddefnyddio dulliau asesu ar gyfer dysgu i fonitro cynnydd a llywio camau nesaf.
- Profiad o rannu arfer dda a modelu addysgu effeithiol mewn lleoliadau eraill.

**Rhinweddau personol**

- Hunan-gymhelliant cryf, trefn ragorol a hyblygrwydd wrth ymateb i anghenion sy'n newid.
- Blaengaredd, creadigrwydd a dychymyg wrth gynllunio gwersi ac wrth greu adnoddau ysbrydoledig.
- Angerdd, egni a brwdfrydedd amlwg wrth gyflwyno'r Gymraeg ac ysbrydoli eraill i'w defnyddio.
- Agwedd gadarnhaol a'r gallu i feithrin perthnasoedd proffesiynol cryf ag ysgolion a staff.
- Hyder wrth gyfathrebu â dysgwyr, athrawon ac arweinwyr ysgol ar bob lefel.
- Parodrwydd i ddysgu'n barhaus ac i ymateb yn adeiladol i adborth.
- Sgiliau gwrando rhagorol a'r gallu i ymateb yn sensitif i anghenion unigol.
- Meddylfryd hyblyg a datrys problemau'n greadigol mewn sefyllfaoedd heriol.
- Y gallu i flaenoriaethu'n effeithiol ac ymdopi â blaenoriaethau sy'n cystadlu mewn amgylchedd gwaith deinamig.

**Meini Prawf Dymunol**

- Profiad o weithio mewn canolfan drochi neu leoliad trochi iaith Gymraeg.
- Profiad o fodelu addysgu effeithiol mewn ysgolion neu gefnogi athrawon yn ymarferol ar lawr dosbarth mewn ysgolion cyfrwng Cymraeg, dwy iaith a chyfrwng Saesneg.
- Profiad o gynllunio a darparu dysgu proffesiynol i staff ysgolion.
- Profiad o weithio ar draws ystod o leoliadau neu glystyrau ysgolion.

- Profiad o gefnogi ysgolion i symud ar hyd y continwwm o ran darpariaeth cyfrwng Cymraeg.

| **Sgiliau Iaith /Cyfathrebu** |
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Cliciwch ar y ddolen **-** Beth yw lefel eich gallu?

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|---|---|---|
| Cymraeg | **Sgiliau Llafar Lefel 5** | **Sgiliau Ysgrifennu Lefel 5** |
| Saesneg | **Sgiliau Llafar Lefel 5** | **Sgiliau Ysgrifennu Lefel 5** |
| Arall (nodwch) | | |

| **GWIRIADAU'R GWASANAETH DATGELU A GWAHARDD (DBS)** |
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| Gall fod gwiriadau DBS yn ofynnol ar gyfer rhai swyddi lle bydd angen gweithio gyda phlant ac oedolion agored i niwed. Mae'r canlynol yn ofynnol ar gyfer y swydd hon<br><br>Adran A – y math o ddatgeliad **Datgeliad Manwl gan wirio'r rhestr wahardd**<br><br>Adran B – y math o weithlu **Y gweithlu plant**<br><br>Adran C – A yw'n ofyniad<br>ar gyfer adnewyddiadau DBS 3 blynedd neu<br>DBS wedi cofrestru ar y gwasanaeth diweddaru **Nage** |

| **Y RHESWM** |
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| Gweithio'n agos ac yn barhaus gyda phlant a phobl ifanc mewn ysgolion. |

| **UNRHYW WYBODAETH ARALL**<br>Mae diogelu yn fater i bawb. Mae gan bob un ohonom gyfrifoldeb am amddiffyn plant ac oedolion sydd mewn perygl, gweithio mewn ffordd sy'n hyrwyddo ac yn cefnogi eu budd pennaf, a rhoi gwybod am unrhyw bryderon. |
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| • Y gallu i deithio yn ôl yr angen er mwyn cyflawni dyletswyddau'r swydd yn effeithiol.<br>• Trwydded yrru lawn a'r gallu i yrru i leoliadau gwahanol ar draws y sir. |

**Main Purpose of Job**

To raise and maintain standards of teaching and learning in Welsh across the county by providing specialist guidance, support, modelling effective teaching, and leading professional learning for schools, in line with the priorities of the Welsh in Education Strategic Plan (WESP).

**Key responsibilities**

1. Possess strong expertise in Welsh and in the process of language acquisition across the Areas of Learning, in line with the Curriculum for Wales, together with engaging in research and continuous professional development to maintain up-to-date, sector-leading professional knowledge and skills.
2. Advise school leaders and teaching/learning support staff on effective pedagogy for teaching and acquiring language, and support schools' commitment to the priorities of the Welsh in Education Strategic Plan.
3. Support school leaders to self-evaluate their Welsh-medium provision, plan for improvement, and support the implementation and validation of the Siarter Iaith / Siarter Iaith Cymraeg Campus (Welsh Language Charter), as well as planning progression in the Welsh language proficiency of the education workforce.
4. Model effective teaching approaches through classroom teaching across schools within the authority, and provide targeted periods of teaching and support to raise standards in Welsh.
5. Accurately identify and target learners' needs through discussions with headteachers and teachers, and plan support that is appropriate and responsive to their individual needs.
6. Plan, lead and evaluate the impact of high-quality professional learning opportunities, based on research and the most effective local, regional and national practice.
7. Produce original, high-quality teaching and learning resources, share best practice among practitioners, and support high-quality Welsh teaching and learning.
8. Teach in a Welsh-language immersion centre when required, supporting newcomers to move confidently along the language continuum, and ensuring that purposeful assessment arrangements are in place to monitor learner progress effectively and adapt teaching as needed.
9. Monitor the progress of schools and clusters along the language continuum, prepare clear and thorough impact reports, and report back to leaders to inform strategic developments.
10. Work closely within the Welsh in Education Service, regularly sharing resources, information and updates, demonstrating flexibility to adjust work focus as needed, and supporting the promotion of Welsh-medium and bilingual education through various means, including social media.
11. Undertake any other duties reasonably assigned by the line manager, commensurate with the grade of this post.

**Responsible for staff/equipment**

Laptop.

| **Reporting to** |
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| Team Leader Athrawon Datblygu'r Gymraeg a Dwyieithrwydd |

**Essential Criteria**

**Qualifications, Vocational training and Professional Memberships**

Educated to degree level or equivalent

Qualified Teacher Status (QTS)

**Job Related Skills and Competencies**

- Excellent interpersonal and communication skills, with the ability to build positive relationships with schools.
- Confidence in using Digital Technology and Artificial Intelligence (AI) tools to support teaching and learning.
- The ability to collaborate effectively as part of a team, as well as work independently when required.
- Strong linguistic expertise in Welsh, both spoken and written.
- A solid understanding of effective pedagogy for language teaching.
- Presentation and facilitation skills to deliver professional learning to adults in a confident and engaging manner.
- The ability to model high-quality teaching in classroom settings.
- Excellent organisational and time-management skills, with the ability to prioritise tasks effectively.
- The ability to analyse data and assess learner progress to inform next steps.
- Problem-solving skills and the flexibility to respond to changing needs within schools.

**Knowledge**

- A strong knowledge of effective and purposeful learning strategies for delivering Welsh.
- A clear understanding of the process of language acquisition and learners' linguistic development along the language continuum.
- Informed and up-to-date knowledge of planning and delivering the Curriculum for Wales.
- An understanding of monitoring and assessment methods used to measure progress and inform next steps.
- Knowledge of effective teaching practices in immersion, dual language and second-language context.

- Awareness of national policies and strategies relating to the development of Welsh in education.
- A strong understanding of the principles of inclusion, neurodiversity and trauma-informed approaches.
- A solid understanding of the Additional Learning Needs (ALN) Act and its implications for schools, learners and provision planning.

**Experience**

- Experience and evidence of excellent Welsh teaching that leads to measurable progress in learning.
- Experience of delivering Welsh as a first language, second language and/or in an immersion context.
- Experience of planning and delivering effective language lessons that promote progress for every learner.
- Experience of working with school teams, including collaborating with leaders and coordinators.
- Experience of using assessment for learning approaches to monitor progress and inform next steps.
- Experience of sharing good practice and modelling effective teaching in other settings.

**Personal qualities**

- Strong self-motivation, excellent organisation, and flexibility in responding to changing needs.
- Initiative, creativity and imagination when planning lessons and creating inspiring resources.
- Passion, energy and evident enthusiasm when promoting Welsh and inspiring others to use it.
- A positive attitude and the ability to build strong professional relationships with schools and staff.
- Confidence in communicating with learners, teachers and school leaders at all levels.
- A willingness to engage in continuous learning and to respond constructively to feedback.
- Excellent listening skills and the ability to respond sensitively to individual needs.
- A flexible mindset and the ability to solve problems creatively in challenging situations.

- The ability to prioritise effectively and manage competing demands in a dynamic working environment.

**Desirable Criteria**

- Experience of working in a Welsh-language immersion centre or immersion setting.
- Experience of modelling effective teaching in schools or providing practical, in-class support to teachers in Welsh-medium, dual language and English-medium settings.
- Experience of planning and delivering professional learning for school staff.
- Experience of working across a range of settings or school clusters.
- Experience of supporting schools to move along the continuum in terms of Welsh-medium provision.

| **Language and Communication Skills** |
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**Click on the link** What level are you?

| | | |
|---|---|---|
| Welsh | **Spoken Level 5** | **Written level 5** |
| English | **Spoken Level 5** | **Written level 5** |
| Other (please State) | | |

| **DISCLOSURE AND BARRING SERVICES (DBS) CHECKS** |
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| DBS Checks may be required for certain posts which work with children and vulnerable adults. This post requires:<br><br>**Section A – type of disclosure** **Enhanced Disclosure with Barred list check**<br><br>**Section B – workforce type** **Child Workforce**<br><br>**Section C – Does the post require 3 yearly DBS renewals or registration with the DBS online update service?** **No** |

| **JUSTIFICATION** |
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| Close and continuous working with children and young people in schools. |

| **ANY OTHER INFORMATION** |
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| Safeguarding is everyone's business. All of us have a responsibility for protecting children and adults at risk, working in a way that promotes and supports their best interests and for reporting any concerns. |
| • The ability to travel as required in order to carry out the duties of the role effectively.<br>• A full driving licence and the ability to travel to different locations across the county. |