# Proffil Swydd/Job Profile

## Teitl y Swydd – Cynorthwyydd Addysgu Lefel 3 (Iaith Gymraeg)

## Post Title - Teaching Assistant Level 3 (Welsh Language)

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| Adran | Addysg a Hamdden |
| Department | Education & Leisure |
| Is-Adran/Adain | Strategaeth a Chefnogaeth Dysgwyr / Y Gymraeg mewn Addysg |
| Division/Section | Strategy and Learner Support / Welsh in Education |
| Gradd/Grade | E |
| Rhif y Swydd/Post Number | 036148 |
| Paratowyd Gan/Prepared by | Rheolwr Datblygu'r Iaith Gymraeg<br>Welsh Language Development Manager |
| Dyddiad Paratoi/Date prepared | Mai / May 2026 |

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.

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.

| **Prif Ddiben y Swydd** |
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| I gefnogi ac atgyfnerthu sgiliau ieithyddol Cymraeg dysgwyr o dan gyfarwyddyd athrawon Tîm Datblygu'r Gymraeg.<br><br>Lleoliad: Amrywiol ganolfannau trochi ac ysgolion o fewn Sir Gâr.<br><br>Disgwylir i'r ymgeisydd llwyddiannus i;<br><br>• Gydweithio gydag athro/athrawes y Ganolfan Drochi iaith i atgyfnerthu sgiliau a phatrymau ieithyddol ein dysgwyr, i sicrhau ethos Cymraeg a Chymreig yn y Ganolfan ac i hyrwyddo'u defnydd o'r Gymraeg.<br>• Bontio ac atgyfnerthu gwaith y Ganolfan Drochi allan yn ein hysgolion cynradd yn wythnosol, trwy gyfrwng gemau a gweithgareddau iaith pwrpasol.<br>• Gefnogi gwaith Athrawon y Tîm Datblygu mewn safleoedd ar draws y sir pan fo'r angen yn codi.<br>• Gydweithio gyda'r tîm ehangach er mwyn hyrwyddo a rhannu gwybodaeth am hyfforddiannau a gweithgareddau'r Siarter Iaith. |
| **Prif cyfrifoldebau** |
| • Cynorthwyo, cefnogi a chydweithio yn agos gydag athrawon Tîm Datblygu'r Gymraeg.<br>• Cynorthwyo a chefnogi disgyblion gyda'u gwaith a'u lles emosiynnol.<br>• Paratoi adnoddau pwrpasol, atyniadol i sbarduno iaith o dan arweiniad yr athro/athrawes.<br>• Gweithio gyda dysgwyr yn unigol neu mewn grŵp yn ogystal â rhywfaint o oruchwyliaeth dosbarth cyfan.<br>• Annog a thanio brwdfrydedd disgyblion a datblygu ei hunan hyder wrth siarad Cymraeg.<br>• Hybu cynhwysiant pob dysgwr yn y dosbarth.<br>• Bod yn ymwybodol o gefndir amrywiol disgyblion, eu cynnydd a'u cyflawniadau a rhannu'r wybodaeth pan fo hynny'n berthnasol.<br>• Annog disgyblion i ymddwyn yn briodol yn unol a pholisi'r Ganolfan. |
| **Yn gyfrifol am staff/offer** |
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| **Yn atebol i** |
| Arweinydd Tim Athrawon Datblygu'r Gymraeg, Sir Gâr |

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| **Meini Prawf Hanfodol** |
| **Cymwysterau, Hyfforddiant galwedigaethol ac Aelodaeth Broffesiynol** |
| Cymhwyster Galwedigaethol Cenedlaethol Lefel 3 |
| **Y sgiliau sy'n ymwneud â'r swydd a Galluoedd** |
| Sgiliau rhyngbersonol cryf a chyfathrebu da.<br>Y gallu i gydweithio fel rhan o dîm ac i allu gweithio'n annibynnol.<br>Y gallu i siarad Cymraeg yn rhugl ac hyderus.<br>Trwydded yrru lawn. |
| **Gwybodaeth** |
| Dealltwriaeth o ddatblygiad meddyliol a chymdeithasol plentyn. |
| **Profiad** |
| Profiad diweddar o weithio trwy gyfrwng y Gymraeg yn cefnogi dysgwyr ar lawr dosbarth. |
| **Rhinweddau personol** |
| Gonestrwydd, amynedd, tosturi a chydweithio. |
| **Meini Prawf Dymunol** |
| Hyder wrth ddefnyddio TGCh ac offer digidol.<br>Sgiliau creadigol gellir eu defnyddio gyda'n dysgwyr.<br>Cymhwyster Cymorth Cyntaf.<br>Cymhwyster Hylendid Bwyd. |

| **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 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 er mwyn cyflawni dyletswyddau'r swydd. |

**Main Purpose of Job**

To support and reinforce the Welsh language skills of our learners under the guidance of the Welsh Language Development Team.

Location: various Welsh Language Immersion Centres and schools in Carmarthenshire.

The successful candidate is expected to;

- Collaborate with the teachers at the Welsh Language Immersion Centre, reinforcing our learner's language patterns and skills, ensuring a Welsh ethos at the Centre and promoting the use of Welsh.
- Reinforcing the language patterns and vocabulary introduced at the Welsh Immersion Centre out in our primary schools on a weekly basis, through bespoke games and language activities.
- Support the Welsh Development Teachers at other locations in the county when the need arises.
- Collaborate with the wider team to promote and share information about training days and Siarter Iaith activities.

**Key responsibilities**

- Assist, support and work closely with the Welsh Language Development Team.
- Assist and support pupils with their learning and wellbeing.
- Prepare bespoke, engaging resources.
- Work with learners individually or in a group as well as some whole class supervision.
- Encourage and fuel pupils' enthusiasm and develop their self-confidence in speaking Welsh.
- Promote the inclusion of all learners in the classroom.
- Be aware of pupils' diverse backgrounds, progress, achievements and share the information when relevant.
- Encourage pupils to behave appropriately in accordance with the Centre's policy.

**Responsible for staff/equipment**

**Reporting to**

Team Leader Athrawon Datblygu'r Gymraeg

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| **Essential Criteria** |
| **Qualifications, Vocational training and Professional Memberships** |
| National Vocational Qualification Level 3 |
| **Job Related Skills and Competencies** |
| Strong interpersonal skills and good communication.<br>Ability to work as part of a team and to be able to work independently.<br>Ability to speak Welsh fluently and confidently<br>Full driving licence |
| **Knowledge** |
| Knowledge of how children develop socially and mentally. |
| **Experience** |
| Recent experience of working through the medium of Welsh supporting learners in the classroom. |
| **Personal qualities** |
| Honesty, patience, compassion and collaboration. |
| **Desirable Criteria** |
| Confidence in the use of ICT and digital devices.<br>Creative skills that could support our teaching.<br>First Aid Qualification.<br>Food Hygiene Qualification. |

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

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| 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 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 to fulfil the duties of the post |