Proffil Swydd/Job Profile

Teitl y Swydd – Gweithiwr Gofal Plant Dechrau'n Deg

Post Title - Flying Start Childcare Worker

Adran	Adran Wasanaethau Cymdeithasol a Thai
Department	Social Services and Housing Department
Is-Adran/Adain	Gwasanaethau Plant
Division/Section	Children's Services
Gradd/Grade	D
Rhif y Swydd/Post Number	032950
Paratowyd Gan/Prepared by	Lowri Phillips-Evans
Dyddiad Paratoi/Date prepared	Rhagfyr / December 2025

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

O dan gyfarwyddyd yr Arweinydd Gofal Plant/Rheolwr y Canolfannau, darparu amgylchedd gofalgar, ysgogol a diogel lle gall plant rhwng 2 a 3 oed fod yn hapus a chael eu gwerthfawrogi fel unigolion gyda'r nod o wella canlyniadau dysgu yn y dyfodol. Bydd hyn yn cynnwys cynllunio, paratoi a hwyluso dysgu drwy weithgareddau chwarae o safon mewn partneriaeth â'r rhieni.

Prif cyfrifoldebau

1. Darparu gwasanaethau ar gyfer y plant a'r rhieni sydd wedi cael lle yng Nghylch Chwarae Dechrau'n Deg, yn unol â'r Datganiad o Bwrpas a pholisïau'r Gwasanaethau Plant a Dechrau'n Deg i sicrhau'r arferion gorau a chydymffurfio â pholisïau a gweithdrefnau'r Cyngor.

2. Gweithredu'r Safonau Gofynnol Cenedlaethol ar gyfer Gofal Sesiynol a gyflwynwyd gan Lywodraeth Cynulliad Cymru o dan adran 79c o Ddeddf Plant 1989 a chymryd rhan mewn arolygiadau a gynhelir gan Arolygiaeth Gofal Cymru er mwyn i'r gwasanaeth gydymffurfio â'r gofynion cyfreithiol.

3. Cymryd rhan mewn cyfarfodydd tîm a systemau goruchwylio, arfarnu a sefydlu sy'n creu cynifer o gyfleoedd ag sy'n bosibl i hybu datblygiad personol neu ddatblygiad y tîm.

4. Cysylltu a chydweithio â'r Arweinydd Gofal Plant, â gweithwyr proffesiynol eraill Dechrau'n Deg, ag asiantaethau arbenigol ac â rhieni i ddeall anghenion penodol y plant ac i sicrhau bod y canlyniadau'n cael eu cyflawni.

5. Bod yn weithiwr allweddol a glustnodwyd a sicrhau bod y gofal a ddarperir yn y ganolfan yn diwallu anghenion amrywiol plant unigol a'i fod yn gyson â dymuniadau rhieni unigol. Gallai hyn gynnwys gweithio ar sail 1:1 gyda phlentyn y clustnodwyd bod ganddo/ganddi anghenion ychwanegol.

6. Bod yn gyfrifol am ddewis, gosod, cyflwyno a chynnal a chadw deunyddiau/offer ar gyfer gweithgareddau'r plant. Cadw cofnodion priodol, paratoi adroddiadau a hwyluso cyfarfodydd cyflawniad plant i sicrhau bod y rhieni'n cymryd cymaint o ran â phosibl yn y ganolfan ac yn y cartref.

7. Cynllunio a gweithredu amrywiaeth o weithgareddau a phrofiadau ysgogol ar gyfer anghenion a diddordebau plant, a fydd yn sail i raglen ddysgu o ran darparu profiad cyfannol i ddatblygu'r canlynol ymhlith y plant: lles, hunan-barch, hyder, sgiliau personol a chymdeithasol, cyfathrebu a chysyniadau cynnar yn ymwneud â gwybodaeth.

8. Bwrw ati'n weithgar i gefnogi egwyddorion ac arferion cyfle cyfartal yn unol â pholisi cyfle cyfartal y sefydliad.

9. Cymryd gofal rhesymol am eich iechyd a'ch diogelwch eich hun ac am iechyd a diogelwch eraill y gall yr hyn yr ydych yn ei wneud neu ei gomisiynu effeithio arnynt, a chydymffurfio â'r holl ddeddfwriaeth iechyd a diogelwch fel y bo'n briodol.

10. Mynd i gyrsiau hyfforddiant perthnasol yn unol â gofynion y swydd.

Yn gyfrifol am staff/offer
Dim
Yn atebol i
Arweinydd Gofal Plant, Dechrau'n Deg

Meini Prawf Hanfodol

Cymwysterau, Hyfforddiant galwedigaethol ac Aelodaeth Broffesiynol

Cymhwyster Lefel 3 mewn Gofal Plant.

Tystysgrif Cymorth Cyntaf a Thystysgrif Hylendid Bwyd neu'r gallu i ennill y rhain cyn pen 2 fis ar ôl dechrau yn y swydd.

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

Y gallu i gynllunio, addasu a gweithredu gweithgareddau sy'n addas i'r oedran.

Y gallu i ddewis, gosod a threfnu offer ac adnoddau priodol ar gyfer gweithgareddau Plant.

Gwybodaeth

Gwybodaeth am y Safonnau Gofynnol Cenedlaethol ar gyfer Gofal Sesiynol, am Ddeddf Safonnau Gofal 2000, am Ddeddf Plant 1989 a chyfarwyddyd cysylltiedig.

Dealltwriaeth o'r broses ddysgu ac o ddatblygiad plentyn.

Gwybodaeth ymarferol a phrofiad o hwyluso dysgu trwy weithgareddau chwarae o safon.

Y gallu i weithio mewn tîm.

Y gallu i gyfathrebu'n effeithio, ar lafar ac yn ysgrifenedig, a'r rhieni, a'r staff ac a'ch rheolwyr llinell.

Ymwybyddiaeth o weithdrefnau amddiffyn plant.

Profiad

Profiad o gysylltu a rhieni, gofalwyr plant bach ac o gydweithio â nhw.

Profiad o weithio gyda grwpiau o blant rhwng 2 a 3 oed.

Profiad o arsylwi, monitro ac asesu datblygiad plant.

Rhinweddau personol

Y gallu i ddangos ymwybyddiaeth / dealltwriaeth o gyfle cyfartal ac o iechyd a diogelwch.

Y gallu i hybu hawliau plant.

Y gallu i drefnu'n effeithiol.

Y gallu i gyfathrebu'n effeithiol â phlant ac oedolion.

Meini Prawf Dymunol
Sgiliau TGCh sylfaenol. Dealltwriaeth o'r Cyfnod Sylfaen. Profiad o'r broses cofrestru ac arolygu

Sgiliau Iaith /Cyfathrebu

Cliciwch ar y ddolen **-** Beth yw lefel eich gallu?

Cymraeg	**Sgiliau Llafar Lefel 4**	**Sgiliau Ysgrifennu Lefel 4**
Saesneg	**Sgiliau Llafar Lefel 5**	**Sgiliau Ysgrifennu Lefel 4**
Arall (nodwch)		

GWIRIADAU'R GWASANAETH DATGELU A GWAHARDD (DBS)
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 Adran A – y math o ddatgeliad **Datgeliad Manwl gan wirio'r rhestr wahardd** Adran B – y math o weithlu **Y gweithlu plant** Adran C – A yw'n ofyniad ar gyfer adnewyddiadau DBS 3 blynedd neu DBS wedi cofrestru ar y gwasanaeth diweddaru **Ie**

Y RHESWM
Gweithio'n uniongyrchol gyda phlant a theuluoedd

UNRHYW WYBODAETH ARALL 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
Un o delerau eich cyflogaeth fydd yr angen ichi gyflawni dyletswyddau eraill o bosibl a/neu weithio amseroedd eraill sy'n rhesymol ac sy'n gymesur â gradd eich swydd neu eich lefel a'ch cyfrifoldeb cyffredinol yn y sefydliad. Gall hyn gynnwys gweithio mewn ysgolion neu leoliadau eraill Dechrau'n Deg.

Main Purpose of Job

To deliver under the direction of the Childcare Leader/Centre Manager a caring, stimulating, and safe environment where children aged 2yrs to 3yrs can be happy and valued as individuals with the aim to improve future learning outcomes. This will involve planning, preparation and facilitating learning through quality play-based activities in partnership with parents.

Key responsibilities

1. Maintain services to children and parents who have been allocated a place within the Flying Start Playgroup, in accordance with the Statement of Purpose, Children's Services and Flying start policies to ensure best practice and adhere to Council policies and procedures.

2. To implement the National Minimum Standards for Sessional Care as issued by the Welsh Assembly Government under section 79c of the Children's Act 1989 and participate in inspections undertaken by CIW so that the service complies with legal requirements

3. To participate in team meetings, supervision, appraisal, and induction systems that maximise opportunities that promote self or team development. To liaise and work in partnership with the Childcare Leader, other Flying Start professionals, specialist agencies and parents

4. To be an identified key worker and ensure that the pattern of care provided at the centre meets the differing needs of individual children and that it is consistent with the wishes of individual parents. This may involve working on a 1:1 basis with a child who may be identified with additional needs

5. To be responsible for the selection, layout, presentation, and maintenance of materials/equipment for the children's activities. To maintain appropriate records, prepare reports and facilitate children's achievement meetings to maximise parental involvement at the centre and within the home

6. To plan and implement a variety of stimulating activities and experiences from the needs and interests of children, to form the basis of a learning programme in providing a holistic experience to develop children's: well-being self-esteem, confidence, personal and social skills, communication, and early concepts of knowledge

7. To plan and implement a variety of stimulating activities and experiences from the needs and interests of children, to form the basis of a learning programme in providing a holistic experience to develop children's: well-being self-esteem, confidence, personal and social skills, communication, and early concepts of knowledge.

8. To participate actively in supporting the principles and practise or equality of opportunity in line with the organisations equal opportunity policy.

9. To take reasonable care for the Health and Safety of yourself and other persons who may be affected by your acts or commissions and comply with all health and safety legislation as appropriate. 10. To attend relevant training courses in accordance with the job requirements.
Responsible for staff/equipment
None
Reporting to
Flying Start Childcare Leader

Essential Criteria
Qualifications, Vocational training and Professional Memberships
Childcare Level 3 Qualification. First Aid and Food Hygiene Certificate or ability to achieve within 2 months of employment.
Job Related Skills and Competencies
Ability to plan, adapt and to implement age-appropriate activities. Ability to select, layout and to organise appropriate equipment and resources for children's activities.
Knowledge
Knowledge of National Minimum Standards for Sessional Care, The Care Standards Act 2000, The Children Act 1989 and associated guidance. Understanding of child development and learning process. Working knowledge and experience of facilitating learning through quality play-based activities. Awareness of child protection procedures.
Experience
Experience in group setting with children aged 2yrs – 3yrs. Experience of liaising with and working in partnership with parents / carers of young children. Experience of observation monitoring and assessing children's development. Ability to select, layout and to organise appropriate equipment and resources for children's activities. Ability to plan, adapt and to implement age-appropriate activities.
Personal qualities
Ability to work as part of a team. Ability to communicate effectively both verbally and in writing to parents, staff members and line managers. Ability to demonstrate awareness / understanding of equal opportunities and Health and Safety. Ability to promote children's rights.

Desirable Criteria
Understanding of foundation phase and other relevant learning programmes / strategies. Experience of registration and inspection process. Basic ICT skills.

Language and Communication Skills

Click on the link What level are you?

Welsh	**Spoken Level 4**	**Written level 4**
English	**Spoken Level 5**	**Written level 4**
Other (please State)		

DISCLOSURE AND BARRING SERVICES (DBS) CHECKS
DBS Checks may be required for certain posts which work with children and vulnerable adults. This post requires: Section A – type of disclosure **Enhanced Disclosure with Barred list check** Section B – workforce type **Child Workforce** Section C – Does the post require 3 yearly DBS renewals or registration with the DBS online update service? **Yes**

JUSTIFICATION
Working directly with children and families

ANY OTHER INFORMATION
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.
As a term of your employment, you may be required to undertake such other duties and/or times of work as may reasonably be required of you, commensurate with your grade or general level and responsibility within the organisation. This may include working in other Flying Start or School settings.