# Goruchwyliwr Cyflenwi

**Cyfeirnod y swydd: YPHS00390D1MTE**
**Lleoliad: Ysgol Uwchradd Prestatyn**
**Cyflog: Gradd 5 £26,372 - £27,243 y flwyddyn**
**Oriau: 37 y wythnos**
**Cyfnod Penodol: 01/01/2027 – 31/12/2027**
**Yn ystod tymor yr ysgol yn unig + 5 Diwrnod Hyfforddi**

Mae'r corff llywodraethu am benodi Goruchwyliwr Cyflenwi hyderus, trefnus, a dibynadwy.

Bydd yr ymgeisydd llwyddiannus yn goruchwylio ac yn cynorthwyo disgyblion i gyflawni gweithgareddau penodol o fewn rhaglenni gwaith a gytunwyd arnynt. Bydd gan ymgeiswyr sgiliau rheoli dosbarth ardderchog a'r gallu i annog, tanio brwdfrydedd disgyblion ac ymgysylltu â nhw.

Bydd angen iddynt gynllunio a threfnu'r dosbarth yn ôl anghenion cyflenwi yn ddyddiol.

Penodir yn amodol ar wiriad y Gwasanaeth Datgelu a Gwahardd a geirdaon boddhaol.

Os oes gennych ddiddordeb yn y swydd hon, gwnewch gais ar-lein drwy wefan www.denbighshire.gov.uk.

Rhaid i ymgeiswyr gwblhau ein ffurflen gais er mwyn cael eu hystyried. Mae'n ddrwg gennym nad ydym yn gallu ateb pob cais. Os nad ydych wedi derbyn ateb o fewn tair wythnos o'r dyddiad cau, mae'n rhaid i chi gymryd yn ganiatáol nad ydych ar y rhestr fer ar gyfer cyfweliad

**Dyddiad Cau: 07/12/2026**
**Interview: w/d 14/12/2026 (yn amodol ar newid)**

**Mae Cyngor Sir Ddinbych yn ymroddedig i Gyfle Cyfartal a'i Safonau Iaith Gymraeg. Rydym yn croesawu ceisiadau yn y Gymraeg. Sylwch na fydd unrhyw ffurflenni cais a dderbynnir yn y Gymraeg yn cael eu trin yn llai ffafriol na ffurflenni cais a gyflwynwyd yn Saesneg.**

# Cover Supervisor

**Job reference: YPHS00390D1MTE**
**Location: Prestatyn High School**
**Salary: Grade 5 £26,372 - £27,243 per annum**
**Hours: 37 per week**
**Fixed Term: 01/01/2027 – 31/12/2027**
**School Term-Time Only + 5 Training Days**

The governing body are seeking to appoint a confident, organised and reliable Cover Supervisor.

The successful candidate will supervise and assist pupils to undertake set activities within agreed work programmes. Applicants should have excellent classroom management skills and the ability to motivate, enthuse and engage pupils.

You will also be required to undertake planning and organisation of the classroom cover requirements on a daily basis.

Appointment subject to Disclosure & Barring Service Check and satisfactory references.

If you are interested in this vacancy, please apply on-line via the website www.denbighshire.gov.uk.

Candidates must complete our application form to be considered. We regret that we are unable to reply to all applications. If you have not received a reply within three weeks of the closing date, you must assume that you have not been short listed for interview.

**Closing Date: 07/12/2026**
**Interview: w/c 14/12/2026 (subject to change)**

**Denbighshire County Council is committed to Equal Opportunities and its Welsh Language Standards. We welcome applications in the Welsh Language and application forms received in the Welsh Language will not be treated less favourably than an application form submitted in English.**

# CYNGOR SIR DDINBYCH SWYDD-DDISGRIFIAD

| | |
|---|---|
| **Teitl y Swydd:** | **Goruchwyliwr Cyflenwi** |
| **Graddfa:** | **5** |
| **Gwasanaeth:** | **Ysgolion** |
| **Yn atebol i:** | **Pennaeth** |
| **Cyfeirnod y Swydd / Dyddiad cyhoeddi:** | **03346** |
| **Categori Iaith Gymraeg:** | **Mae sgiliau iaith Gymraeg yn ddymunol - Lefel 1** Lefelau o ran sgiliau Cymraeg |

**Pwrpas y Swydd**

Gweithio dan arweiniad staff addysgu/uwch staff ac o fewn system oruchwylio a gytunwyd, i gyflwyno rhaglenni gwaith a gytunwyd gydag unigolion/grwpiau, yn y dosbarth neu'r tu allan. Gall hyn gynnwys rhai sydd angen gwybodaeth fanwl ac arbenigol mewn meysydd penodol a bydd yn golygu cynorthwyo'r athro yn y cylch cynllunio cyfan, a rheoli/baratoi adnoddau. Gall staff hefyd oruchwylio dosbarthiadau cyfan o bryd i'w gilydd pan fydd athrawon yn absennol yn y tymor byr. Bydd y prif ffocws ar gadw trefn a chadw disgyblion wrth eu gwaith. Bydd angen i Oruchwylwyr Dros Dro ymateb i gwestiynau a chynorthwyo'r disgyblion yn gyffredinol i ymgymryd â gweithgareddau a bennwyd.

**Prif Gyfrifoldebau**

**Cefnogi Disgyblion**

Defnyddio sgiliau/hyfforddiant/brofiad arbenigol (cwricwlaidd/ddysgu) i gefnogi disgyblion

Cynorthwyo gyda datblygu a gweithredu Rhaglenni Addysg Unigol

Sefydlu perthynas waith gynhyrchiol gyda disgyblion, gan weithredu fel delfryd ymddwyn a phennu disgwyliadau uchel

Hyrwyddo cynhwysiant a derbyn yr holl ddisgyblion o fewn y dosbarth

Cefnogi disgyblion yn gyson tra'n cydnabod ac ymateb i'w hanghenion unigol

Annog disgyblion i ryngweithio a gweithio'n gydweithredol gydag eraill a chynnwys yr holl ddisgyblion yn y gweithgareddau

Hyrwyddo annibyniaeth a defnyddio strategaethau i gydnabod a gwobrwyo llwyddiannau hunan-ddibyniaeth

Rhoi adborth i ddisgyblion mewn perthynas â chynnydd a chyrhaeddiad

**Cefnogi'r Athro/Athrawes**

Gweithio gyda'r athro i sefydlu amgylchfyd dysgu priodol

Gweithio gyda'r athro i gynllunio gwersi, arfarnu ac addasu cynlluniau gwersi/waith fel y bo'n briodol

Monitro ac arfarnu ymatebion disgyblion i weithgareddau dysgu arsylwi a chofnodi mewn perthynas ag amcanion dysgu a bennwyd ymlaen llaw

Rhoi adborth gwrthrychol a chywir ac adroddiadau fel y bo angen i'r athro ar gyrhaeddiad, cynnydd y disgybl a materion eraill, gan sicrhau bod tystiolaeth briodol ar gael

Bod yn gyfrifol am gadw a diweddaru cofnodion fel y cytunwyd gyda'r athro, gan gyfrannu tuag at adolygiadau systemau/gofnodion fel y gofynnir am hynny

Marcio gwaith disgyblion a chofnodi'n gywir gyrhaeddiad/gynnydd

Hyrwyddo gwerthoedd cadarnhaol, agweddau ac ymddygiad da disgyblion, gan ddelio gydag anghydfod yn gyflym ac yn unol â pholisi'r ysgol ac annog disgyblion i gymryd cyfrifoldeb am eu hymddygiad eu hunain

Cysylltu'n sensitif ac effeithiol gyda rhieni/ofalwyr fel y cytunwyd gyda'r athro o fewn eich rôl/gyfrifoldeb a chymryd rhan mewn sesiyanu adborth/cyfarfodydd gyda rhieni yn unol â chyfarwyddyd

Rhoi ac asesu profion arferol ac arolygu arholiadau/brofion

Rhoi cefnogaeth glerigol/weinyddol gyffredinol e.e. gweinyddu gwaith cwrs, cynhyrchu dalennau gwaith ar gyfer gweithgareddau ac ati

**Cefnogi'r Cwricwlwm**

Gweithredu gweithgareddau/rhaglenni dysgu a gytunwyd, gan addasu gweithgareddau yn ôl ymatebion/anghenion disgyblion

Cyflwyno strategaethau lleol a chenedlaethol e.e. llythrennedd, rhifedd, CA3, blynyddoedd cynnar, a gwneud defnydd effeithiol o'r cyfleoedd a ddarperir gan weithgareddau dysgu eraill i gefnogi datblygu sgiliau perthnasol

Cefnogi defnyddio TGCh yn effeithiol mewn gweithgareddau dysgu a datblygu galluoedd ac annibyniaeth disgyblion o ran ei ddefnyddio

Helpu disgyblion i gyrchu gweithgareddau dysgu trwy gefnogaeth arbenigol

Canfod yr angen am, paratoi a chynnal offer ac adnoddau arbenigol a chyffredinol

**Cefnogi'r Ysgol**

Ymgymryd cynllunio a threfnu gofynion clawr ystafell ddosbarth yn ddyddiol.

Gynllunio a threfnu'r dosbarth yn ôl anghenion cyflenwi yn ddyddiol.

Cydymffurfio gyda pholisïau a threfniadau sy'n ymwneud ag amddiffyn plant, iechyd, diogelwch, cyfrinachedd a diogelu data, adrodd am unrhyw bryderon i'r person priodol

Bod yn ymwybodol o a chefnogi gwahaniaeth a sicrhau bod yr holl ddisgyblion yn cael yr un cyfle i ddysgu a datblygu

Cyfrannu tuag at ethos/waith/amcanion cyffredinol yr ysgol

Sefydlu perthynas adeiladol a chyfathrebu gydag asiantaethau/weithwyr proffesiynol eraill, mewn cysylltiad â'r athro, i gefnogi cyrhaeddiad a chynnydd disgyblion

Mynychu a chymryd rhan mewn cyfarfodydd rheolaidd

Cymryd rhan mewn hyfforddiant a gweithgareddau dysgu eraill fel y bo gofyn

Cydnabod eich cryfderau a'ch meysydd o arbenigedd a defnyddio'r rhain i gynghori a chefnogi eraill

| |
|---|
| Rhoi arweiniad a goruchwyliaeth briodol a chynorthwyo gyda hyfforddi a datblygu staff fel y bo'n briodol<br>Ymgymryd â gwaith goruchwylio a gynlluniwyd mewn perthynas â gweithgareddau dysgu disgyblion y tu allan i oriau ysgol<br>Goruchwylio disgyblion ar ymweliadau, teithiau a gweithgareddau'r ysgol fel y bo gofyn |
| **Adnoddau / Offer / Deunyddiau** |
| Ddim yn berthnasol |
| **Goruchwylio / Rheoli Pobl** |
| Yn gyfrifol am oruchwylio'r plant |
| **Gwybodaeth, Sgiliau, Hyfforddiant a Phrofiad** |
| Profiad o weithio gyda phlant o'r oedran perthnasol<br>Sgiliau rhifedd/llythrennedd rhagorol<br>NVQ3 ar gyfer Cynorthwywyr Addysgu neu gymhwyster neu brofiad cyfatebol<br>Hyfforddiant mewn strategaethau addysgu perthnasol e.e. llythrennedd a/neu faes cwricwlwm neu ddysgu penodol e.e. dwyieithrwydd, iaith arwyddion, dyslecsia, TGCh, Mathemateg, Saesneg, CACHE ac ati<br>Hyfforddiant cymorth cyntaf priodol<br>Medru defnyddio TGCh yn effeithiol i gefnogi dysgu<br>Defnyddio offer technegol arall – fidio, llungopïwr<br>Gwybodaeth ymarferol lawn o bolisïau/codau ymarfer perthnasol a bod yn ymwybodol o'r ddeddfwriaeth berthnasol<br>Gwybodaeth ymarferol o'r cwricwlwm cenedlaethol/cyfnod sylfaen a rhaglenni/strategaethau addysgu perthnasol eraill<br>Deall egwyddorion datblygiad plant a'r prosesau dysgu<br>Medru hunan-arfarnu anghenion dysgu a chwilio am gyfleoedd hyfforddi<br>Medru ymwneud yn dda â phlant ac oedolion<br>Gweithio'n adeiladol fel aelod o dîm, deall rolau a chyfrifoldebau'r dosbarth a'ch sefyllfa chi mewn perthynas â'r rhain |
| **Amodau Gwaith Arbennig** |
| Ddim yn berthnasol |
| **Archwiliadau Cyflogaeth / Gofynion Penodol** |
| Gwiriad Gwasanaeth Dangelo ac Atal, Archwiliad Iechyd, Geirda Boddhaol |

# CYNGOR SIR DDINBYCH MANYLION AM YR UNIGOLYN

Mae'r Manylion yn nodi'r sgiliau, yr wybodaeth a'r profiad a ystyrir yn hanfodol er mwyn ymgymryd â dyletswyddau'r swydd yn effeithiol. Caiff ei defnyddio wrth lunio rhestr fer ac ar gyfer y broses o gyfweld am y swydd hon. Dylech ddangos ar eich ffurflen gais sut rydych yn bodloni'r meini prawf hyn. Byddwch ddim ond yn cael eich cynnwys ar y rhestr fer os ydych yn bodloni pob un o'r meini prawf hanfodol (â'r meini prawf dymunol lle bo'n berthnasol).

| | |
|---|---|
| **Teitl y Swydd:** | **Goruchwyliwr Cyflenwi** |
| **Gwasanaeth:** | **Ysgolion** |
| **Graddfa:** | **5** |

| **MEINI PRAWF** | **HANFODOL** | **DYMUNOL** | **DULL ASESU** Ffurflen Gais / Cyfweliad / Cyflwyniad / Geirda ac ati |
|---|---|---|---|
| **1. ADDYSG A CHYMWYSTERAU** | 5 TGAU neu gymwysterau cyfatebol<br><br>Sgiliau rhifedd / llythrennedd rhagorol<br><br>NVQ 3 ar gyfer Cynorthwywyr Addysgu neu gymhwyster neu brofiad perthnasol<br><br>Hyfforddwyd yn y strategaethau perthnasol e.e. llythrennedd a/neu yn benodol maes cwricwlwm neu addysgu e.e. dwyieithrwydd, iaith arwyddion, dyslecsia, TGCh, Mathemateg, Saesneg, CACHE ac ati<br><br>Hyfforddiant cymorth cyntaf priodol | | Ffurflen Gais / Cyfweliad |
| **2. PROFIAD PERTHNASOL** | Profiad o weithio gyda neu ofalu am blant o'r oedran perthnasol | | Ffurflen Gais / Cyfweliad |

| | | | |
|---|---|---|---|
| **3. GWYBODAETH A SGILIAU CYSYLLTIEDIG Â'R SWYDD** | Gwybodaeth ymarferol lawn o'r polisïau/codau ymarfer a bod yn ymwybodol o ddeddfwriaeth berthnasol<br><br>Gwybodaeth ymarferol o'r cwricwlwm cenedlaethol/cyfnod sylfaen a rhaglenni / strategaethau dysgu perthnasol eraill<br><br>Deall egwyddorion datblygiad plant a phrosesau dysgu<br><br>Defnyddio TGCh yn effeithiol i gefnogi dysgu<br><br>Defnyddio offer a thechnoleg arall yn effeithiol – fidio, llungopïwr | | Ffurflen Gais / Cyfweliad |
| **4. NODWEDDION PERSONOL** | Medru hunanarfarnu anghenion dysgu a chwilio am gyfleoedd dysgu<br><br>Medru ymwneud yn dda â phlant ac oedolion<br><br>Gweithio'n adeiladol fel aelod o dîm, deall rôl a chyfrifoldebau yn y dosbarth a'ch sefyllfa chi mewn perthynas â'r rhain | | Ffurflen Gais / Cyfweliad |
| **5. GOFYNION ERAILL** | Rhugl yn y Gymraeg ac empathi â'r iaith Gymraeg a'i diwylliant | | Ffurflen Gais / Cyfweliad |

# DENBIGHSHIRE COUNTY COUNCIL JOB DESCRIPTION

| | |
|---|---|
| **Job Title:** | **Cover Supervisor** |
| **Grade:** | **Grade 5** |
| **Service:** | **Education** |
| **Service Area:** | **Schools** |
| **Responsible to:** | **Headteacher** |
| **Job ID Number / Date Issued:** | **03346** |
| **Welsh Language Category:** | Welsh language skills are desirable – Level 1<br>Welsh Language Levels |

## Job Purpose

To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. Staff may also supervise whole classes occasionally during the short-term absence of teachers. The primary focus will be to maintain good order and to keep pupils on task. Cover Supervisors will need to respond to questions and generally assist pupils to undertake set activities.

## Principal Accountabilities and Responsibilities

**1. Support for Pupils**

- Use specialist (curricular/learning) skills/training/experience to support pupils
- Assist with the development and implementation of IEPs
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement

**2. Support for the Teacher**

- Work with the teacher to establish an appropriate learning environment
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
- Undertake marking of pupils' work and accurately record achievement/progress
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour

- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed
- Administer and assess routine tests and invigilate exams/tests
- Provide general clerical/admin. support e.g. administer coursework, produce worksheets for agreed activities etc.

**3. Support for the Curriculum**

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
- Implement local and national learning strategies e.g. literacy, numeracy, KS3 and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Help pupils to access learning activities through specialist support

**4. Support for the School**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Attend and participate in regular meetings
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Supervise pupils on visits, trips and out of school activities as required
- Administrative duties as and when required.

The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher/Manager to carry out appropriate duties within the context of the job skills and grade.

## Resources/Equipment/Material

N/A

## Supervision/Management of People

Responsible for supervising the children.

## Knowledge, Skills, Training and Experience

- Experience of working with children of relevant age
- GCSE Level C in English and Maths
- Desirable – NVQ for Teaching Assistants or relevant qualification or experience
- Training in the relevant strategies e.g. literacy and/or in particular curriculum or learning area e.g. bi-lingual, sign language, dyslexia, ICT, maths, English, CACHE etc.
- Appropriate first aid training

- Can use ICT effectively to support learning
- Use of other equipment technology – video, photocopier
- Full working knowledge of relevant polices/codes of practice and awareness of relevant legislation
- Understanding of principles of child development and learning processes
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Ability to relate well to children and adults
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these

**Special Working Conditions**

N/A

**Employment Checks/ Specific Requirements**

Enhanced CRB check
List 99 check
On-Employment Health Questionnaire
Reference checks

**Vision/Context**

# DENBIGHSHIRE COUNTY COUNCIL PERSON SPECIFICATION

The Person Specification sets out the skills, knowledge and experience that are considered to be necessary to carry out the duties of the post effectively. It will be used in the short-listing and interview process for this post. You should demonstrate on your application form how you meet these criteria as you will only be shortlisted if you meet all of the essential criteria (and desirable criteria where applicable).

| | |
|---|---|
| **Post Title:** | **Cover Supervisor** |
| **Service** | **Education** |
| **Grade:** | **Grade 5** |

| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** | **METHOD OF ASSESSMENT** Application Form / Interview / Presentation / References etc |
|---|---|---|---|
| **1. EDUCATION & QUALIFICATIONS** | 5 GCSE's or equivalent<br><br>Very good numeracy/literacy skills<br><br>NVQ 3 for Teaching Assistants or equivalent qualification or experience<br><br>Trained in the relevant strategies e.g. literacy and/or in particular curriculum or learning area e.g. bi-lingual, sign language, dyslexia, ICT, maths, English, CACHE etc.<br><br>Appropriate first aid training | | Application Form/ Interview |
| **2. RELEVANT EXPERIENCE** | Experience of working with or caring for children of relevant age | | Application Form/ Interview |
| **3. JOB RELATED KNOWLEDGE & SKILLS** | Full working knowledge of relevant polices/codes of practice and awareness of relevant legislation | | Application Form/ Interview |

| | | | |
|---|---|---|---|
| | Working knowledge of national/foundation stage curriculum and other relevant learning programmes/ strategies<br><br>Understanding of principles of child development and learning processes<br><br>Effective use of ICT to support learning<br><br>Effective use of other equipment technology – video, photocopier | | |
| **4. PERSONAL QUALITIES** | Ability to self-evaluate learning needs and actively seek learning opportunities<br><br>Ability to relate well to children and adults<br><br>Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these | | Application Form/ Interview |
| **5. OTHER REQUIREMENTS** | Fluent in Welsh and empathy with the language<br>Welsh and its culture | | Application Form/ Interview |