DISGRIFIAD SWYDD

Ysgol Gynradd Aberporth

Cynorthwy-ydd Addysgu ~ Cefnogi a chyflwyno dysgu - Lefel 2

Graddfa 4: £23,114 pro rata

32.5 awr yr wythnos.

Cyfnod Mamolaeth

Gwahoddir ceisiadau oddi wrth unigolion egnïol a gweithgar i gynorthwyo'r ddarpariaeth yn Ysgol Gynradd Aberporth. Rydym yn chwilio am berson sydd â diddordeb mewn gweithio'n agos gyda'r disgyblion, sy'n meddu ar sgiliau cyfathrebu da ac sy'n gallu gweithio'n effeithiol a hwyliog gyda gweddill tîm yr ysgol. Bydd disgwyl i'r ymgeisydd llwyddiannus arwain y dysgu o fewn grwpiau o ddysgwyr ar adegau o dan gyfarwyddyd yr athrawes ddosbarth. Mae'r gallu i gyfathrebu'n effeithiol drwy gyfrwng y Gymraeg yn hanfodol ar gyfer y swydd hon.

<u>Cefnogi disgyblion</u>

• Goruchwylio a darparu cefnogaeth i ddisgyblion, gan gynnwys y rheiny ag anghenion dysgu ychwanegol, gan sicrhau eu bod yn ddiogel a bod ganddynt fynediad at weithgareddau dysgu.

• Defnyddio profiad/hyfforddiant/sgiliau arbenigol i ddarparu cefnogaeth allanol i ddisgyblion ag anghenion dysgu ychwanegol, gan sicrhau eu bod yn ddiogel a bod ganddynt fynediad at weithgareddau dysgu.

• Cynorthwyo gyda datblygu, gweithredu ac adolygu Cynlluniau Datblygiad/Ymddygiad Unigol a rhaglenni Gofal Personol.

• Sefydlu perthynas adeiladol gyda'r disgyblion, gan ryngweithio yn unol â'u hanghenion unigol.

• Hyrwyddo cynhwysiant a derbyniad i'r holl ddisgyblion.

• Gosod disgwyliadau heriol sy'n gofyn llawer, a hyrwyddo hunan-werth ac annibyniaeth.

• Herio a symbylu disgyblion, hyrwyddo ac atgyfnerthu hunan-werth.

• Rhoi adborth i ddisgyblion ynghylch cynnydd, cyflawniad, ymddygiad, presenoldeb, ac ati.

• Annog disgyblion i ryngweithio ag eraill ac i gymryd rhan mewn gweithgareddau o dan arweiniad yr athro neu'r athrawes.

• Annog disgyblion i weithredu'n annibynnol, fel y bo'n briodol

<u>Cefnogi'r Athro neu'r Athrawes</u>

• Creu a chynnal amgylchedd pwrpasol, trefnus a chefnogol, yn unol â chynlluniau gwersi, a chynorthwyo gydag arddangos gwaith disgyblion.

- Defnyddio strategaethau, mewn cydweithrediad â'r athro neu'r athrawes, i gefnogi disgyblion er mwyn cyflawni cyrchnodau dysgu.
- Cynorthwyo gyda'r gwaith o gynllunio a chyflwyno gweithgareddau dysgu penodol.

• Monitro ymateb disgyblion i weithgareddau dysgu penodol a chadw cofnod cywir o gyflawniad/cynnydd yn unol â'r cyfarwyddyd.

• Rhoi adborth manwl a rheolaidd i'r athro neu'r athrawes ynghylch cyflawniad, cynnydd, problemau, ac ati, sy'n ymwneud â'r disgyblion.

• Hyrwyddo ymddygiad da ymhlith y disgyblion, delio ar unwaith gyda gwrthdaro ac unrhyw ddigwyddiadau, yn unol â'r polisi sefydledig, ac annog disgyblion i fod yn gyfrifol am eu hymddygiad eu hunain.

• Sefydlu perthynas adeiladol gyda rhieni/gwarchodwyr.

• Gweinyddu profion arferol a goruchwylio arholiadau, ac ymgymryd â thasgau arferol marcio gwaith y disgyblion.

• Darparu cefnogaeth glerigol/weinyddol e.e. llungopïo, teipio, ffeilio, casglu arian, ac ati.

<u>Cefnogi'r Cwricwlwm</u>

• Cefnogi disgyblion i gael mynediad i'r cwricwlwm.

• Ymgymryd â strwythurau a gweithgareddau dysgu/rhaglenni addysgu y cytunwyd arnynt, gan addasu'r gweithgareddau yn ôl ymateb y disgyblion.

• Ymgymryd â rhaglenni sydd â chyswllt â strategaethau dysgu lleol a chenedlaethol e.e. llythrennedd, rhifedd, y blynyddoedd cynnar, gan gadw cofnod o gyflawniad a chynnydd, ac adrodd yn ôl i'r athro neu'r athrawes.

• Cefnogi'r defnydd o TGCh mewn gweithgareddau dysgu, gan ddatblygu hyfedredd disgyblion a'u hannibynniaeth fel defnyddwyr y dechnoleg.

• Paratoi, a chynnal a chadw, offer/adnoddau sy'n angenrheidiol i gwrdd â gofynion cynlluniau gwersi/gweithgaredd dysgu perthnasol, a chynorthwyo'r disgyblion i'w defnyddio.

<u>Cefnogi'r Ysgol</u>

• Bod yn ymwybodol o bolisïau a threfniadaethau perthnasol, gan gydymffurfio â hwy, yn ymwneud ag amddiffyn plant, iechyd, diogelwch a sicrwydd, cyfrinachedd a gwarchod data, a chyflwyno adroddiad ar bob testun pryder i berson priodol.

• Bod yn ymwybodol o wahaniaethau a'u cefnogi, a sicrhau bod gan yr holl ddisgyblion fynediad cyfartal i'r cyfleoedd ar gyfer dysgu a datblygu.

• Cyfrannu tuag at ethos/gwaith/amcanion cyffredinol yr ysgol.

• Gwerthfawrogi a chefnogi swyddogaeth y gweithwyr proffesiynol eraill.

• Mynychu cyfarfodydd perthnasol yn ôl y galw a chymryd rhan ynddynt.

• Cymryd rhan mewn hyfforddiant a gweithgareddau dysgu eraill a datblygu perfformiad yn ôl y gofyn.

• Cynorthwyo gyda'r gwaith o oruchwylio disgyblion ar adegau y tu allan i wersi, gan gynnwys cyn ac ar ôl ysgol ac yn ystod yr awr ginio.

• Mynd gyda'r staff addysgu a'r disgyblion ar ymweliadau, gwibdeithiau, a gweithgareddau y tu allan i'r ysgol yn ôl y gofyn, a bod yn gyfrifol am grwp o dan oruchwyliaeth yr athro neu'r athrawes.

Mae diogelu ac amddiffyn plant yn flaenoriaethau allweddol i ni. Ein nod yw cefnogi plant a phobl ifanc bregus er mwyn sicrhau eu bod mor ddiogel â phosibl. Rydym ni a'n sefydliadau addysgiadol yn cydnabod bod plant a phobl ifanc a'r hawl i gael eu hamddiffyn a byddwn yn cymryd camau i ddiogelu'u lles. Disgwylir i bob aelod staff a gwirfoddolwr rannu'r ymrwymiad hwn a byddwn yn gofyn am Wiriad Manylach y Gwasanaeth Datgelu a Gwahardd (DBS), sef y CRB gynt.

Manyleb Bersonol

Profiad Gweithio gyda, neu ofalu am, blant o'r oed perthnasol

Cymwysterau Sgiliau rhifedd/llythrennedd da. Rhaglen Gyflwyniad Cynorthwy-ydd Addysgu yr Adran dros Addysg a Gwyddoniaeth wedi'i chwblhau CGC 3 (Cymhwyster Galwedigaethol Cenedlaethol – NVQ) Cynorthwywyr Addysgu neu gymhwyster neu brofiad tebyg. Hyfforddiant yn y strategaethau dysgu perthnasol e.e. llythrennedd. Hyfforddiant cymorth cyntaf/hyfforddiant briodol.

Gwybodaeth/Sgiliau Defnydd effeithiol o TGCh i gefnogi'r dysgu. Defnydd o offer eraill technoleg– fideo, llungopïwr. Dealltwriaeth o bolisïau/codau ymarfer perthnasol, ac ymwybyddiaeth o'r ddeddfwriaeth berthnasol. Dealltwriaeth gyffredinol o'r cwricwlwm cenedlaethol/cyfnod sylfaen a rhaglenni/strategaethau dysgu sylfaenol eraill. Dealltwriaeth sylfaenol o ddatblygiad a dysgu'r plentyn. Y gallu i hunanwerthuso anghenion dysgu ac ymdrechu i chwilio am gyfleoedd dysgu. Y gallu i ddod ymlaen yn dda gyda phlant ac oedolion. Gweithio'n adeiladol a hyblyg yn rhan o dîm, deall cyfrifoldebau a swyddogaethau'r ystafell ddosbarth a'ch safle bersonol o fewn y swyddogaethau hynny.

Job Description

Ysgol Gynradd Aberporth

Teaching Assistant ~Support & delivering learning Level 2

Grade 4: £23,114 pro rata 32.5 hours a week

Maternity Period

Applications are invited from active individuals to support the provision at **Ysgol Gynradd Aberporth**. We are looking for a person who is interested in working closely with the pupils, who has good communication skills and can work effectively with the rest of the school team. The successful candidate will be expected to lead learning within groups of learners at times under the direction of the classroom teacher. The ability to communicate effectively through the medium of Welsh is essential for this position.

Support for pupils

• Supervise and provide support for pupils, including those with additional learning needs, ensuring their safety and access to learning activities.

• Use skills/training/experience to provide support to pupils ensuring their safety and access to learning activities.

• Assist with the development, implementation and review of Individual Development/Behaviour Plans.

• Establish constructive relationships with pupils and interact with them according to individual needs.

• Promote the inclusion and acceptance of all pupils.

• Set challenging and demanding expectations and promote self-esteem and independence.

• Challenge and motivate pupils, promote and reinforce self-esteem.

• Provide feedback to pupils in relation to progress, achievement, behaviour, attendance etc.

• Encourage pupils to interact with others and engage in activities led by the teacher.

• Encourage pupils to act independently as appropriate.

Support for the Teacher

• Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.

• Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.

• Assist with the planning and delivery of activities.

• Monitor pupils' responses to specific learning activities and accurately record achievement/progress as directed.

• Provide detailed and regular feedback to teacher on pupils' achievement, progress, problems etc.

• Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.

• Establish constructive relationships with parents/carers.

• Administer routine tests and undertake routine marking of pupils' work.

• Provide clerical/admin. Support e.g. photocopying, typing, filing, money, administer coursework etc.

Support for the Curriculum

• Support pupils in gaining access to the curriculum.

• Undertake structures and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.

• Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, early years recording achievement and progress and feeding back to the teacher.

• Support the use of ICT in learning activities and develop pupils' competence and independence in its use.

• Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

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.

• Appreciate and support the role of other professionals.

• Attend and participate in relevant meetings as required.

• Participate in training and other learning activities and performance development as required.

• Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.

• Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.

Safeguarding and child protection are key priorities for us. We aim to support vulnerable children and young people to ensure they are as safe as they can possibly be. We and our educational establishments acknowledge that children and young people have a right to protection and will take action to safeguard their welfare. Each member of staff and volunteer is expected to share this commitment, and we will require an Enhanced Check by the Disclosure and Barring Service (DBS), formerly CRB.

Person Specification

Experience Working with or caring for children of relevant age

Qualifications Good numeracy/literacy skills.

Completion of DfES Teacher Assistant Induction Programme. NVQ 3 for Teaching Assistants or equivalent qualifications or experience. Training in the relevant learning strategies e.g. literacy First aid training/training as appropriate.

Knowledge/Skills Effective use of ICT to support learning. Use of other equipment technology – video, photocopier. Understanding of relevant policies/codes of practice and awareness of relevant legislation. General understanding of national/foundation phase curriculum and other basic learning programmes/strategies. Basic understanding of child development and learning. Ability to self-evaluate learning needs and actively seek learning opportunities. Ability to relate well to children and adults. Work constructively and flexibly as part of a team, understanding classroom roles and responsibilities and your own position within these.