

Disgrifiad Swydd

Teitl y Swydd	Swyddog Diogelu Ysgolion
Gwasanaeth	Porth Gofal
Graddfa	12
Pwynt/iau Cyflog	35-37
Cyflog	£43,421 -£45,441 y flwyddyn
Pwrpas y Swydd	<ul style="list-style-type: none"> • Cyfrifoldeb dros fonitro materion amddiffyn plant o fewn y Gwasanaethau Dysgu a Phartneriaethau o ddydd i ddydd trwy ddarparu cyngor, arweiniad a chymorth. • Coladu a dadansoddi holl atgyfeiriadau Amddiffyn Plant o ysgolion ac adrannau o fewn y Gwasanaeth, a sicrhau dilyniant priodol gydag Adran Gwasanaethau Cymdeithasol Ceredigion a'r atgyfeiriwr. • Cynnig hyfforddiant rheolaidd i Swyddogion Cynhwysiant Addysg a'r Tîm Gwelliant Addysgol, fel eu bod yn uwchraddio'u sgiliau fel rhan o'u rôl er mwyn cynorthwyo'r Swyddog Arweiniol penodedig i gynnig cyngor ac arweiniad i ysgolion ar agweddau o ddiogelu yn rheolaidd. • Cynllunio, trefnu a chyflwyno rhaglenni hyfforddiant cyfoes 'Amddiffyn a Diogelu Plant' ar gyfer Cydgysylltwyr Amddiffyn Plant penodedig o fewn ysgolion, ac adrannau amrywiol o fewn gwasanaethau dysgu a phartneriaethau.
Lleoliad	Penmorfa
Oriau Gwaith	37
Math o Gytundeb	Llawn-amser
Hyd y Cytundeb	Parhaol
Teitl swydd y Rheolwr Llinell	Rheolwr Corfforaethol Gwasanaethau Asesu a Brysbennu Integredig
Cyfrifoldebau Goruchwylio / Rheoli	Ydy, mae'r swydd hon yn rheoli'r Swyddog Cefnogi Diogelu Ysgolion.
Atebolrwydd	Mae gofyn gweithio ar eich liwt eich hun yn unol â 'Gweithdrefnau Amddiffyn Plant Cymru Cyfan' a 'Pholisi Amddiffyn Plant AAGC Ceredigion 2012', yn ogystal â chefnogi rôl y Bwrdd Lleol Diogelu Plant ac asiantaethau statudol eraill sy'n gyfrifol am Ddiogelu o fewn Ceredigion.
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	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.
Dyletswyddau a chyfrifoldebau	
<ul style="list-style-type: none"> • Darparu cyngor, arweiniad a chymorth ar faterion Amddiffyn a Diogelu Plant i holl Adrannau Gwasanaethau dysgu a Phartneriaethau • Rheoli a darparu Hyfforddiant Amddiffyn Plant o ansawdd a chodi ymwybyddiaeth o fewn ysgolion ac adrannau Gwasanaethau dysgu a Phartneriaethau. 	

- Cyfrannu at waith y Bwrdd Lleol Diogelu Plant âi is-grwpiau a hefyd gweithgareddau Bwrdd Diogelu Canolbarth a Gorllewin Cymru yn ôl yr angen a'i is-grwpiau
- Monitro gweithdrefnau Amddiffyn Plant a diogelu, a sicrhau bod holl ysgolion ac adrannau Gwasanaethau Dysgu a Phartneriaethau yn cydymffurfio â'r polisi a'r gofynion.
- Cyd-weithio ar agweddau yn ymwneud â diogelu (plant mewn gofal,maethu, mabwysiadu, bwlio, hiliaeth, radicaliaeth, a ffrydiau gwaith) yn unol ar gofyn.
- Bydd deilydd y swydd yn aelod o'r Bwrdd Lleol Diogelu Plant ynghyd ag is-grwpiau, a bydd disgwyl iddo/iddi baratoi adroddiadau chwarterol am weithgaredd amddiffyn, data bwlio, achosion hiliol ac achosion radicaliaeth a fu o fewn ysgolion.
- Datblygu cysylltiadau gweithio da gydag asiantaethau statudol sydd yn gyfrifol am arwain ar faterion amddiffyn plant o fewn y sir.
- Mewn cyswllt ag Adnoddau Dynol, byddwch yn sicrhau bod gweithdrefnau recriwtio a dethol diogel, trefniadau fetio, gweithdrefnau disgyblu a honiadau o gam-drin yn erbyn staff, yn cael eu trin yn gadarn ac yn cael eu cofnodi'n gywir.

Cyfeirnod at Ddibenion Gwerthuso
Swyddi

JD 1777

Manyleb Person

Gofynnol		
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	Gradd mewn pwnc perthnasol, a cymhwyster rheoli ôl-raddedig neu 5 mlynedd o brofiad mewn rôl reoli.	
Sgiliau Ieithyddol Cymraeg	Gwrando/Siarad: Lefel 4 Darllen: Lefel 3 Ysgrifennu: Lefel 3	Rhaid cwrdd a'r sgiliau ieithyddol Cymraeg a nodwyd ar apwyntiad
Sgiliau Ieithyddol Saesneg	Gwrando/Siarad: Lefel 4 Darllen: Lefel 4 Ysgrifennu: Lefel 4	Rhaid cwrdd a'r sgiliau ieithyddol Saesneg a nodwyd ar apwyntiad
Sgiliau Ymarferol / Personol	<ul style="list-style-type: none"> • Y gallu i weithio ar eich menter eich hun ac fel rhan o dîm ehangach. • Dealltwriaeth o ofynion statudol. Cyngor y Gweithlu Addysg a'r Gwasanaeth Datgelu a Gwahardd. • Dealltwriaeth o'r datblygiadau diweddaraf ym myd addysg, a'u goblygiadau i ysgolion Ceredigion. • Rheolaeth lefel uchel o ddatblygiad staff. • Y gallu i flaenoriaethu gwaith ac i gwrdd â thargedau. • Defnydd effeithiol o TGCh sy'n dangos llythrennedd cyfrifiadurol a sgiliau bysellwrdd. • Meddwl dadansoddol a chydlynol, gyda'r gallu i ddefnyddio ymagwedd sy'n seiliedig ar dystiolaeth at waith. • Cynnig cyngor ar wahanol agweddau a gweithio ar nifer o faterion ar yr un pryd o dan bwysau amser. • Y gallu i weithio dan bwysau a chyrraedd targedau amser. • Sgiliau arwain trawsnewidiol, yn arbennig wrth ddatblygu partneriaethau a pholisïau • Agwedd adeiladol a hyblyg. • Efallai y bydd angen gweithio y tu allan i oriau swyddfa arferol weithiau. • Sgiliau cyfathrebu a rhyngbersonol rhagorol gan gynnwys mewn sefyllfaoedd sensitif • Y gallu i adnabod ac ymateb i sefyllfaoedd gwleidyddol sensitif. • Y gallu i ddylanwadu a thrafod gyda phartneriaid ac asiantaethau. • Y gallu i deithio i ysgolion a lleoliadau eraill yn ôl yr angen. (Ni ddarperir cludiant ond gellir hawlio costau teithio yn unol â pholisi'r Cyngor). • Y gallu i gyfathrebu'n effeithiol yn y Gymraeg a'r Saesneg, ar lafar ac yn ysgrifenedig. 	
Profiad Hanfodol	<ul style="list-style-type: none"> • Profiad o weithdrefnau a deddfwriaeth sy'n llywodraethu Diogelu. • Profiad blaenorol o arwain ar lefel strategol uchel a lefel reolaethol o fewn ysgol neu/a Gwasanaeth Addysg neu/ac Awdurdod Lleol Y gallu i asesu polisïau a mentrau, ac i ddadansoddi data. • Profiad o baratoi adroddiadau ar bolisïau a'u cyflwyno i uwch gydweithwyr fel Aelodau Etholedig, Cyrff Llywodraethu neu Uwch Swyddogion. 	

	<ul style="list-style-type: none"> • Profiad o gynllunio strategol. • Profiad o ffurfio Cynlluniau Busnes/Datblygu. • Profiad o weithdrefnau a deddfwriaeth sy'n llywodraethu Amddiffyn Plant. • Profiad o gynllunio a chyflwyno pecynnau hyfforddi.
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	Mae disgwyliad o ddatblygiad proffesiynol parhaus sy'n cynnwys parodrwydd i fynychu cyrsiau amrywiol ar gais.
Dymunol	
Cymwysterau / Hyfforddiant	Cymhwyster Rheoli Prosiect.
Sgiliau Ymarferol / Personol	<ul style="list-style-type: none"> • Profiad o arwain gwelliannau o fewn ysgol neu/a Gwasanaeth Addysg neu/ac Awdurdod Lleol. • Profiad o reoli adnoddau dynol, gan gynnwys rheoli a mesur perfformiad. • Profiad o weithio gyda thimau amlddisgyblaethol a'u rheoli. • Profiad o weithio gydag amrywiaeth o wasanaethau statudol, gwirfoddol a phreifat. • Profiad o reoli newid ac arwain timau yn llwyddiannus. • Profiad o reoli prosiectau o fewn targedau amser a chyllid. • Profiad o weithio o fewn y sector ysgolion uwchradd.

Job Description

Post Name	Schools Safeguarding Officer
Service	Porth Gofal
Grade	12
Spinal Point/s	35-37
Salary	£43,421 -£45,441 per annum
Job Purpose	<ul style="list-style-type: none"> • To be responsible for monitoring child safeguarding issues within the Schools on a daily basis by providing advice, guidance and support. • To collate and analyse all child safeguarding referrals from schools and departments within the Service, and to ensure appropriate continuity with Ceredigion's Social Services and the referrer. • To provide regular training for Education Inclusion Officers and the Educational Improvement Team, in order to upgrade the skills they require to assist in giving frequent advice and guidance to schools on aspects. • To plan, organise and deliver contemporary training programs on 'Child Safeguarding' for Child Protection Co-ordinators appointed in schools, as well as various departments within the learning services and partnerships.
Location	Penmorfa
Hours of Work	37
Type of Contract	Full-time
Contract Duration	Permanent
Line Managers Job Title	Corporate Manager – Integrated Triage & Assessment Services
Supervisory/Managerial Responsibilities	Yes, this position lines manages the Schools Safeguarding Support Officer.
Accountability	You will be required to work on your own initiative in accordance with the ' <i>Safeguarding Procedures</i> ', as well as supporting the role of the Ceredigion Local Operational Group (LOG) and other statutory agencies responsible for Safeguarding within Ceredigion.
Contractual Terms Associated with the Post	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.
Duties and Responsibilities	
<ul style="list-style-type: none"> • Provide advice, guidance and assistance on matters relating to Child Safeguarding for all Learning Services Departments and Partnerships. • Manage and provide high quality Child Safeguarding training and raise awareness within schools and corporate Departments. • Contribute to the work of the Ceredigion Local Operational Safeguarding Group and also the Mid and West Wales Safeguarding Board's activities as required and its subgroups. 	

- Monitor Child safeguarding procedures, and ensure that all Schools and Corporate services comply with the policy and its requirements.
- Joint working on aspects in relation to safeguarding (children in care, fostering, adoption, bullying, racism, radicalism and work streams) as and when required.
- The post holder will be a member of the Ceredigion Local Operational group (LOG) as well as its subgroups, and they will be expected to prepare quarterly reports on safeguarding activities, data on bullying, racist incidents and cases of radicalism within schools.
- Develop good working relationships with statutory agencies which are responsible for leading on child safeguarding issues in the county.
- In conjunction with Human Resources, you will ensure that safe recruitment and selection procedures, vetting arrangements, disciplinary procedures and allegations of abuse against staff, are handled robustly and are properly recorded.

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Job Evaluation Post Ref	JD 1777
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Person Specification

Essential		
Academic / Professional / Technical / Vocational Qualifications	Degree in a relevant subject, and a postgraduate management qualification or 5 years of experience in a management role.	
Welsh Linguistic Skills	Listening/Speaking: Level 4 Reading: Level 3 Writing: Level 3	The Welsh linguistic skills noted are required on appointment.
English Linguistic Skills	Listening/Speaking: Level 4 Reading: Level 4 Writing: Level 4	The English linguistic skills noted are required on appointment.
Practical and personal skills	<ul style="list-style-type: none"> The ability to work on your own initiative and as part of a wider team. Understanding of statutory requirements. Education Workforce Council and Disclosure and Barring Service. Understanding of the latest developments in education, and their implications for Ceredigion schools. High level management of staff development. The ability to prioritise work and to meet targets. Effective use of ICT which demonstrates computer literacy and keyboard skills. An analytical and coherent mind, with the ability to use evidence based approach to work. Offer advice on various aspects and work on a number of issues simultaneously under time pressure. The ability to work under pressure and reach time targets. Transformational leadership skills, particularly in developing partnerships and policies A constructive and flexible attitude. Working outside of normal office hours may sometimes be needed. Excellent communications and interpersonal skills including in sensitive situations. The ability to identify and respond to politically sensitive situations. The ability to influence and negotiate with partners and agencies. The ability to travel to schools and other locations as needed. (No transport is provided but travel expenses may be claimed in line with Council policy). The ability to communicate effectively in Welsh and English, both orally and in writing. 	
Required Experience	<ul style="list-style-type: none"> Experience of procedures and legislation governing Safeguarding. Previous experience of leading on a high strategic and managerial level within a school or/and an Education Service or/and a Local Authority The ability to assess policies and initiatives, and to analyse data. Experience of preparing reports on policies and presenting them to senior colleagues such as Elected Members, Governing Bodies or Senior Officers 	

	<ul style="list-style-type: none"> • Experience of strategic planning. • Experience of forming Business/Development Plans. • Experience of procedures and legislation governing Child Protection. • Experience of planning and presenting training packages.
Training/education required to be undertaken for the post/worked towards	There is an expectation of continuous professional development which includes a willingness to attend various courses on request.
Desirable	
Qualifications / Training	Project Management qualification.
Practical / Personal Skills	<ul style="list-style-type: none"> • Experience of leading improvements within a school or/and an Education Service or/and a Local Authority. • Experience of managing human resources, including the managing and measuring of performance. • Experience of working with multidisciplinary teams and managing them. • Experience of working with a variety of statutory, voluntary and private services. • Experience of managing change and leading teams successfully. • Experience of managing projects within time and funding targets. • Experience of working within the secondary school sector.