

Disgrifiad Swydd

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| Teitl y Swydd | Athro/Athrawes Arbenigol |
| Maes Gwasanaeth | Addysg a Phlant |
| Graddfa SCP a Chyflog | Gradd athro/athrawes (£30,742 - £47,340 y flwyddyn) a Lwfans ADY 1 |
| Diben y Swydd | Mae Llywodraethwyr Ysgol Aberporth yn awyddus i benodi Athro/Athrawes arbenigol ymroddedig ac ysbrydoledig a fydd yn dysgu yng Nghanolfan y Don. |
| Lleoliad | Canolfan y Don yn Ysgol Gynradd Gymunedol Aberporth |
| Oriau Gwaith | 13 awr |
| Math o Contract | Rhan amser I gychwyn ar Ionawr y 6ed, 2025 (Tymor y Pasg) |
| Teitl swydd y Rheolwr Llinell Uniongyrchol | Pennaeth ac o dan oruchwyliaeth yr ALI |
| Pwrpas/Amcan y Rôl | <ul style="list-style-type: none"> • Cydweithio gyda Athrawes â Gofal Canolfan y Don a Chydlynnydd ADY yr ysgol ac asiantaethau ategol i gwrdd ag anghenion disgyblion gydag anawsterau dysgu dwys yng Ngheredigion; • Darparu Cwricwlwm priodol ar draws y Dysgu Sylfaen a Chyfnod Allweddol 2 a chynllunio a chyflwyno cwricwlwm sydd wedi'i addasu a'i wahaniaethu lle bo angen, yn unol ag anghenion yr unigolyn; • Hyrwyddo cyfleoedd addysgol dwyieithog; • Cynorthwyo disgyblion a chynllunio cyfleoedd priodol iddynt gael mynediad at wersi prif ffrwd fel bo'n briodol; • Hyrwyddo ethos positif o fewn y ganolfan lle mae pob unigolyn yn cael ei werthfawrogi a'i barchu. |
| Prif ddyletswyddau (craidd) y cynnwys: | |
| Cyfrifoldebau | <ul style="list-style-type: none"> • Dysgu ac Addysgu disgyblion y Ganolfan o ddydd i ddydd; • Cyd-drefnu rhaglenni integreiddio effeithiol ar gyfer y disgyblion yn unol a'u hanghenion unigol; • Cydweithio gyda staff i ddarparu rhaglenni priodol a chefnogi wrth fonitro'r ddarpariaeth i sicrhau ansawdd; • Hyrwyddo a chynnal ethos gofalgar lle gall disgyblion ddatblygu'r sgiliau angenrheidiol i allu rhyngweithio'n gymdeithasol gydag eraill; • Darparu profiad addysgol llawn a chymorth i'r holl ddisgyblion sy'n defnyddio'r Ganolfan, yn Gymraeg a Saesneg; • Cymryd rhan weithredol yn natblygiad rhaglenni gwaith priodol o fewn y Cwricwlwm, yn Gymraeg a Saesneg, fydd |

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| | <p>yn cwrdd mewn modd hyblyg ag anghenion yr holl ddisgyblion sy'n defnyddio'r Ganolfan.</p> |
| <p>Dysgu ac Addysgu (Darpariaeth Cwricwlwm)</p> | <ul style="list-style-type: none"> • Glynu at yr holl bolisiâu a gweithdrefnau sy'n gysylltiedig ag addysg disgyblion o fewn y Ganolfan a chyfrannu at ddatblygiad pellach y ddarpariaeth; • Addysgu disgyblion yn unol ag anghenion addysgol yr unigolion, yn Gymraeg a Saesneg • Cydweithio gydag asiantaethau eraill ynghylch anghenion addysgol unigol • Sicrhau bod gwersi'n cael eu cynllunio'n briodol a'u gwahaniaethu er mwyn caniatáu i'r holl ddisgyblion gyrraedd eu potensial; • Sefydlu perthynas waith pwrpasol gyda'r disgyblion a'u hannog i gael disgwyliaid uchel; • Sicrhau profiad dysgu o ansawdd rhagorol i'r holl ddisgyblion, sy'n cwrdd â safonau'r ALI a safonau ansawdd allanol • Cydweithio a pharatoi wrth ddiweddarau deunydd pynciau i bob disgybl gan gynnwys deunydd i gefnogi integreiddio; • Defnyddio amrywiaeth o ddulliau cyflwyno fydd yn ysgogi dysgu sy'n briodol i anghenion y disgyblion; • Datblygu cyfleoedd Sgiliau Allweddol y disgyblion a hwyluso'r defnydd o TGCh i wella profiadau dysgu ac addysgu o fewn y Ganolfan ac ateb gofynion y fframwaith cymhwysedd digidol ble fo'n briodol. |
| <p>Asesu:</p> | <ul style="list-style-type: none"> • Gweithredu gweithdrefnau asesu priodol a monitro cynnydd ar gyfer yr holl ddisgyblion, a thrwy gydol eu cyfnod yn y Ganolfan, yn ôl cyfarwyddiadau'r Cydlynnydd ADY ac Athrawes â Gofal Canolfan y Don; • Cynorthwyo disgyblion i gwrdd â thargedau penodol fel y'u hamlinellir yn eu Cynlluniau Addysg Unigol; • Asesu, cofnodi ac adrodd ar bresenoldeb, cynnydd, datblygiad a chyrhaeddiad pob disgybl, a chadw cofnodion fel bo angen; • Darparu, neu gyfrannu at asesiadau llafar ac ysgrifenedig, adroddiadau a chyfeiriadau sy'n ymwneud â disgyblion unigol a grwpiau o ddisgyblion fel bo angen, yn Gymraeg a Saesneg; • Marcio a rhoi adborth ysgrifenedig/ar lafar ac adborth diagnostig fel bo angen; • Adrodd ar gynnydd disgyblion i rieni yn dymhorol ac yn ol yr angen. |
| | <ul style="list-style-type: none"> • Cynorthwyo disgyblion i integreiddio i addysg brif ffrwd; • Cynorthwyo gyda'r broses bontio fel bo'n briodol; • Gweithio'n agos gyda chydweithwyr Ysgol Aberporth, ysgolion prif ffrwd, athrawon arweiniol canolfannau ADY Ceredigion, y Gwasanaeth Seicoleg Addysg, yr Adran Therapi Lleferydd ac Iaith, Pediatriyddon, y Tîm Anabledd Plant, Gwasanaethau Cymdeithasol, rhieni a gofawyr ac eraill i hyrwyddo pecyn gofal cyflawn i gefnogi disgyblion sy'n mynychu'r Ganolfan; • Y gallu i gyfathrebu a gweithio'n agos gyda rhieni a gwarcheidwaid, yn Gymraeg a Saesneg; • Cynnal a mynychu cyfarfodydd yn iaith cartref y disgybl; |

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| | <ul style="list-style-type: none"> • Y gallu i weithio'n annibynnol ac fel rhan o dîm • Cyfarwyddo, arwain a rheoli Cynorthwyr Cymorth Dysgu o fewn y Ganolfan. |
| Datblygiad Personol: | <ul style="list-style-type: none"> • Cymryd rhan a chydweithio wrth sicrhau rhaglenni datblygu staff y Ganolfan trwy fod yn rhan o gynlluniau hyfforddiant pellach a datblygiad proffesiynol • Parhau gyda datblygiad personol yn y meysydd perthnasol, gan gynnwys gwybodaeth am bynciau a dulliau addysgu; • Cymryd rhan weithredol yn yr Adolygiad Rheoli Perfformiad fel unigolyn ac arwain a chynnal ar gyfer staff y ganolfan; • Sicrhau bod cymorth ystafell ddsbarth yn cael ei ddefnyddio'n effeithiol ac effeithlon; • Gweithio fel aelod o dîm penodedig a chyfrannu mewn ffordd bositif i berthnasau gwaith effeithiol o fewn yr ysgol. |
| Dyletswyddau Eraill Penodol: | <ul style="list-style-type: none"> • Diogelu lles yr holl ddisgyblion sy'n defnyddio'r Ganolfan; • Sicrhau bod pawb yn gwybod am, ac yn cadw at y gweithdrefnau diogelu ac Amddiffyn Plant; • Cyflawni dyletswyddau gweithiwr allweddol fel bo angen; • Chwarae rhan lawn ym mywyd y Ganolfan a chymuned yr ysgol, cefnogi ei bwriad a'i hethos penodol, ac annog y staff a'r disgyblion i ddilyn yr esiampl honno; • Parhau gyda'r datblygiad personol a gytunwyd; • Cydymffurfio â pholisi lechyd a Diogelwch y Ganolfan a'r ysgol a dilyn y canllawiau asesu risg fel bo'n briodol. |
| Atebolrwydd | <p>Pennaeth ac o dan oruchwyliaeth yr ALL.</p> <p>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.</p> |

Manyleb Person

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| Y cymwysterau academaidd/proffesiynol/technegol/galwedigaethol (gan gynnwys Lefel y cymwysterau) sy'n ofynnol ar gyfer y swydd | Athro/Athrawes Arbenigol Cymhwyster/Gradd berthnasol Sgiliau ysgrifenedig a chyflwyno gwyb. | | | |
| Lefel y sgiliau ieithyddol sy'n ofynnol ar gyfer y swydd (Gweler y canllawiau iaith a'r ceri net) | Gweler y tabl isod. | | | |
| | Gwrandod/Siarad | Darllen | Ysgrifennu | |
| Saesneg (Lefelau Fframwaith ALTE) | 5 | 5 | 5 | Hanfodol |
| Cymraeg (Lefelau Fframwaith ALTE) | 5 | 5 | 5 | Hanfodol |
| Sgiliau ymarferol/personol sy'n ofynnol ar gyfer y swydd | <p>Hysbyseb am Athro Arbenigol yng Nghanolfan y Don, Ysgol Gynradd Aberporth yw hon:</p> <ul style="list-style-type: none"> • mae'n ofynnol i fod yn rhugl yn y Gymraeg a'r Saesneg, yn ysgrifenedig ac ar lafar ar gyfer y swydd. • diwyd, hunan ddibynnol, trefnus, egniol ac arloesol • agwedd bositif a'r gallu i flaenoriaethu • y gallu i arwain a sefydlu perthynas broffesiynol dda gyda staff, disgyblion, rhieni a grwpiau eraill • ymglymiad at fywyd ehangach yr ysgol • gallu i arwain ac i weithio yn effeithiol fel aelod o dîm • sgiliau rhyngpersonol ardderchog • gallu i gymell disgyblion i gyflawni eu potensial • sgiliau trefnu a gweinyddu da | | | |
| Profiad sy'n ofynnol ar gyfer y swydd | <ul style="list-style-type: none"> • profiad o weithio gyda disgyblion gydag anawsterau dysgu. • athro/athrawes arbenigol ardderchog sy'n gallu ysbrydoli disgyblion. • defnydd hyderus o dechnoleg gwybodaeth a chyfathrebu. | | | |
| Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd | <ul style="list-style-type: none"> • cymryd rhan chefnogi rhaglen datblygu staff trwy fod yn rhan o'r trefniadau ar gyfer hyfforddiant pellach a datblygiad proffesiynol • parhau gyda datblygiad personol gan gynnwys gwybodaeth am y meysydd dysgu a dulliau addysgu • ymrwymo'n weithredol i'r adolygiadau sy'n rhan o broses Rheoli Perfformiad yr Ysgol. • Ymgymryd ag hyfforddiant Ymarfer Disgybl Ganolog (PCP). | | | |

Sgiliau/cymwysterau dymunol

- Cydweithio gyda Chydlynnydd ADY yr ysgol ac asiantaethau ategol i gwrdd ag anghenion disgyblion gydag anawsterau dysgu dwys yng Ngheredigion;
- Darparu Cwricwlwm priodol ar draws y Cyfnod Sylfaen a Chyfnod Allweddol 2 a chynllunio a chyflwyno cwricwlwm sydd wedi'i addasu a'i wahaniaethu lle bo angen, yn unol ag anghenion yr unigolyn;
- Hyrwyddo cyfleoedd addysgol dwyieithog;
- Cynorthwyo disgyblion a chynllunio cyfleoedd priodol iddynt gael mynediad at wersi prif ffrwd fel bo'n briodol;
- Hyrwyddo ethos positif o fewn y ganolfan lle mae pob unigolyn yn cael ei werthfawrogi a'i barchu;

Job Description

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| Post Name | Specialist Teacher |
| Service Area | Education and children |
| Grade SCP and salary | Teachers Pay Scales (£30,742 - £47,340 per annum) and SEN allowance 1 |
| Job Purpose | The Governors at Ysgol Aberporth are keen to appoint a dedicated and inspiring specialist teacher who will lead in Canolfan y Don. |
| Location | Canolfan y Don at Aberporth Primary School |
| Hours of Work | 13 hours |
| Type of Contract | Part-time Start date: January 6th, 2025 (Easter Term) |
| Immediate Line Managers job title | Headteacher and under the supervision of the LA. |
| Purpose/Objective of role: | <ul style="list-style-type: none"> • To work with the school's ALNCO and supporting agencies to support and develop a facility at Foundation Phase and key stage 2 that will meet the needs of pupils with severe learning difficulties in Ceredigion; • To deliver an appropriate Curriculum across the Foundation Phase and key stage 2 and to plan and deliver a modified and differentiated curriculum according to the needs of the individual; • To promote bilingual educational opportunities; • To support and make appropriate arrangements for pupils to access mainstream lessons and opportunities for social interaction as appropriate. • To promote a positive ethos within the centre where all individuals are valued and respected. |
| The main duties will include: | |
| Responsibilities: | <ul style="list-style-type: none"> • Day-to-day teaching and teaching of the Centre's pupils; • Arrange effective integration programs for the pupils according to their individual needs; • Lead and work with staff to provide appropriate programs and monitor the quality of the provision; • Promote and maintain a caring ethos where pupils can develop the necessary skills to be able to interact socially with others; • Provide full educational experience and support for all pupils using the Canolfan, in Welsh and English; • Actively participate in the development of appropriate programs of work, in Welsh and English, which will meet flexibly with the needs of all pupils using the Centre. |

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| Teaching and Learning (Curriculum Provision) | <ul style="list-style-type: none"> • Adhere to all the policies and procedures associated with the education of pupils within the Centre and contribute to the further development of the provision. • Teaching pupils according to the individual's educational needs, in Welsh and English. • Work collaboratively with other agencies regarding individual educational needs. • Ensure that lessons are appropriately planned and differentiated to allow all pupils to reach their potential. • Establish a purposeful working relationship with the pupils and encourage them to have high expectations. • Provide an excellent learning experience for all pupils, which meet LA standards and external quality standards. • Collaborate and prepare and update subject material for all pupils including material to support integration in to mainstream lessons. • Use a variety of delivery methods appropriate to pupils' needs. • Develop pupils' Key Skills opportunities and facilitate the use of ICT to improve learning and teaching experiences within the Center and meet the requirements of the digital competence framework where appropriate. |
| Assessment: | <ul style="list-style-type: none"> • Implement appropriate assessment procedures and monitor progress for all pupils, throughout their time at the Centre, according to the instructions of the ALNCO and the Teacher in Charge at Canolfan y Don. • Assist pupils to meet specific targets as outlined in their Individual Education Plans. • Assess, record and report on the attendance, progress, development, and attainment of each pupil, and keep records as necessary. • Provide, or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils as required, in Welsh and English. • Mark and provide written / verbal feedback and diagnostic feedback as required. • Report on pupils' progress to parents on a termly basis |
| Communication: | <ul style="list-style-type: none"> • Support pupils to integrate into mainstream education. • Assist with the transition process as appropriate. • Work closely with colleagues at Ysgol Aberporth, mainstream schools, lead teachers of ALN resource bases within Ceredigion, the Educational Psychology Service, the Speech and Language Therapy Department, Pediatricians, the Children's Disability Team, Social Services, Careers Wales, parents and carers and others to promote a complete care package to support pupils who attend the Centre. • Ability to communicate and work closely with parents and guardians, in Welsh and English. • Hold and attend meetings in the pupil's home language. • Ability to work independently and as part of a team. |

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| Personal Development: | <ul style="list-style-type: none"> • To take part and contribute in the centre's staff development program by participating in arrangements for further training and professional development; • To continue personal development in the relevant areas including subject knowledge and teaching methods. • To engage actively in the Performance Management Review process. • To ensure the effective/efficient deployment of classroom support. • To work as a member of a designated team and to contribute positively to effective working relations within the school. |
| Other Specific Duties: | <ul style="list-style-type: none"> • Safeguarding the welfare of all pupils accessing the CSC facility. • To ensure that Safeguarding and Child Protection procedures are known and adhered to. • To fulfil the work of a key worker as required. • To play a full part in the life of the CSC and school's community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example. • To continue personal development as agreed. • To comply with the facilities' health and Safety policy and follow risk assessment guidelines as appropriate. |
| Accountability | <p>Headteacher and the school's ALNCo</p> <p>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.</p> |

Person Specification

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| The Academic / professional / Technical / vocational qualifications (including qualification Level) required for the post | <p>Qualified Specialist Teacher.</p> <p>Relevant Qualification/Degree.</p> <p>Excellent writing and presentation skills.</p> | | | |
| Linguistic skills level required for the post (Please refer to guidance on ceri net) | See table below. | | | |
| | Listening/ Speaking | Reading | Writing | |
| English (ALTE Framework Levels) | 5 | 5 | 5 | Essential |
| Welsh (ALTE Framework Levels) | 5 | 5 | 5 | Essential |
| Practical/personal skills required for the post | <p>This is an advertisement for a Specialist Teacher In Canolfan y Don at Aberporth Primary School.</p> <ul style="list-style-type: none"> • The successful applicant is required to be fluent in both Welsh and English having excellent written and oral skills • diligent, self-reliant, organised, energetic and innovative individual. • a positive attitude and the ability to prioritize. • the ability to establish a good professional relationship with staff, pupils, parents and other groups. • involvement in wider school life • ability to lead and work effectively as a member of a team. • excellent interpersonal skills • ability to motivate pupils to achieve their potential. • good organizational and administration skills | | | |
| Experience required for the post | <ul style="list-style-type: none"> • experience of working with pupils in the Foundation Phase and Key Stage 2 who have learning, physical and/or medical difficulties. • an excellent teacher who can inspire staff and pupils. • confident use of information and communication technology. | | | |
| Training/education required to be undertaken for the post/worked towards | <ul style="list-style-type: none"> • participate in the staff development program by being part of the arrangements for further training and professional development. • Person Centred Practice training. • continue with personal development including information about the areas of learning, teaching and learning methods. • actively commit to the School's Performance Management process. | | | |

**Desirable
Skills/Qualifications**

- To be able to work with the school's ALNCO and supporting agencies at Foundation Phase and key stage 2 that will meet the needs of pupils with severe learning difficulties in Canolfan y Don.
- To deliver an appropriate Curriculum across the Foundation Phase and key stage 2 and to plan and deliver a modified and differentiated curriculum according to the needs of the individual.
- To promote bilingual educational opportunities.
- To support and make appropriate arrangements for pupils to access mainstream lessons and opportunities for social interaction as appropriate.
- To promote a positive ethos within the centre where all individuals are valued and respected.