

Disgrifiad o'r Swydd

Teitl y Swydd	Cwnselydd Ysgol
Gwasanaeth	Gwasanaeth Ysgolion
Graddfa	8
Pwynt/iau Cyflog	18-22
Cyflog	£29,269 - £31-364 pro-rata
Pwrpas y Swydd	<p><u>Diben Craidd:</u></p> <ul style="list-style-type: none"> Gweithio fel aelod o'r Gwasanaeth Lles Meddyliol a'r Gwasanaeth Cwnsela yn yr Ysgol i ddarparu cefnogaeth i blant a phobl ifanc yn yr ysgol ar sail gwaith achos unigol trwy system apwyntiadau cyfrinachol a gwasanaeth galw heibio. Datblygu sesiynau cwnsela grwpiau disgyblion fel rhan o'r ddarpariaeth a ddarperir gan y Gwasanaeth Cynhwysiant a Lles mewn meysydd allweddol. e.e. Straen Arholiadau Cefnogi a chwmsela staff addysgu ar draws Ysgolion Ceredigion yn y Sector Cynradd ac Uwchradd yn ôl yr angen. Cefnogi gwaith lles staff Hafan Ysgolion ar draws y 7 Ysgol Uwchradd a phersonél Uned Cyfeirio Disgyblion/Addysg Heblaw yn yr Ysgol trwy ddarparu hyfforddiant a gweithdai. Cefnogi gwaith ehangach aelodau'r Tîm Cynhwysiant a Lles e.e. Peilot Gwasanaethau Iechyd Meddwl Plant a'r Glasoed mewngymorth ysgolion, yr Agenda Profiadau Niweidiol yn ystod Plentyndod trwy weithio mewn partneriaeth a hyfforddiant.
Lleoliad	Canolfan Rheidol, Aberystwyth Gweithio ar draws ysgolion yng Ngheredigion
Oriau Gwaith	22.2 awr yr wythnos
Math o Gontract	Rhan-amser
Hyd y Contract	Cyfnod Penodedig
Teitl swydd y Rheolwr Llinell	Uwch Gwnselydd/Uwch gymorth Busnes Lles meddyliol
Cyfrifoldebau Goruchwylio/Rheoli	Dim
Atebolrwydd	Rheolwr Corfforaethol/ Rheolwr tîm lles meddyliol/ Uwch

	<p>Mae'n ofynnol i ddeiliad y swydd weithio o fewn polisiau a chanllawiau Awdurdod Lleol Ceredigion ac o dan gyfarwyddyd y rheolwr</p>
<p>Telerau Cytundebol sy'n Gysylltiedig â'r Swydd</p>	<p>Cwnsela yn yr ysgol ond gall olygu rhywfaint o hyblygrwydd o ran anghenion y gwasanaeth a chyfyngiadau COVID-19</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>
<p>Dyletswyddau a chyfrifoldebau</p>	
<ul style="list-style-type: none"> • Darparu gwasanaeth cwnsela yn bennaf mewn lleoliad ysgol uwchradd, ond hefyd yn cynnwys ysgolion cynradd clwstwr o Flwyddyn 6. • I ddarparu gwasanaeth cwnsela i'r Uned Cyfeirio Disgyblion/ Lleoliadau Addysg Heblaw yn yr Ysgol. • Datblygu sesiynau cwnsela grŵp ar draws Ysgolion Uwchradd ar draws yr Awdurdod Lleol fel rhan o'r Ddarpariaeth Cynhwysiant. • Rhoi cefnogaeth a chanllawiau i staff ysgolion gan eu galluogi i nodi a chefnogi myfyrwyr ag anawsterau iechyd a lles emosiynol yn well. Rhoi cwnsela i staff addysgu os oes angen. • Sefydlu cyswllt effeithiol â staff yr ysgol, o ran atgyfeirio myfyrwyr mewn perthynas â materion iechyd meddwl a chwmsela a chefnogi staff ysgolion yn eu rôl fugeiliol. • Cyfrannu at raglenni datblygu staff ar bynciau sy'n ymwneud ag iechyd emosiynol a lles a chefnogi staff ysgolion gyda materion myfyrwyr trwy weithdai a hyfforddiant. • Hyrwyddo'r gwasanaeth cwnsela gan ddefnyddio ystod o strategaethau gan gynnwys arddangosfeydd, taflenni, TGCh a sgysiau / cyflwyniadau grŵp. • Sefydlu, cynnal a monitro systemau gweinyddol addas o ran atgyfeirio myfyrwyr a darparu adroddiadau bob tymor o ddata meintiol, sydd hefyd yn adolygu ac yn gwerthuso. • Cysylltu ag asiantaethau allanol priodol a chydlynu gweithgareddau cysylltiedig yn yr ysgol. • Helpu i ddatblygu a gweithredu polisiau a gweithdrefnau sy'n llywodraethu'r Gwasanaeth Cwnsela yn yr Ysgol. • Er mwyn sicrhau y cedwir at God Moseg ac Ymarfer Cymdeithas Cwnsela a Seicotherapi Prydain. • Hyrwyddo ymwybyddiaeth o faterion personol, emosiynol ac o ran perthynas ymhlith staff a myfyrwyr, trwy arddangosfeydd a hysbysfyrddau ledled yr ysgol. 	

- Cyhoeddi a dosbarthu cylchlythyrau sy'n ymwneud â'r materion hyn yn ôl yr angen. Hysbysebu digwyddiadau cenedlaethol a lleol i staff a myfyrwyr ynghylch materion iechyd a lles emosiynol.
- Trefnu a darparu gweithdai / sesiynau grŵp i fynd i'r afael â materion lles / cwnsela / iechyd meddwl yn ôl yr angen. (Posibl-i'w drafod)
- Ymgysylltu â goruchwyliaeth allanol yn rheolaidd yn unol â chanllawiau Cymdeithas Cwnsela a Seicotherapi Prydain ac fel y cytunwyd gyda'r rheolwr llinell. Cyfrannu at hunanwerthusiad blynyddol y gwasanaeth a chwarae rhan weithredol wrth nodi a gweithredu unrhyw welliannau angenrheidiol.
- Cyfrannu at strategaethau Cynhwysiant ehangach o fewn yr awdurdod a chydweithio â staff eraill yn y Gwasanaeth Cynhwysiant. E.e. Seicoleg Addysg,
- Mynychu cynadleddau, cyrsiau a gweithdai i ddiweddarau a datblygu arbenigedd cwnsela.
- Cymryd cyfrifoldeb am iechyd a diogelwch, cyfle cyfartal a diogelu data o fewn cwmpas y swydd.
- Ymgymryd ag unrhyw gyfrifoldebau ychwanegol sy'n gymesur â'r radd a'r cyflog, a ystyrir yn briodol gan Reolwr neu Bennaeth y Gwasanaeth.

Manyleb Person

Gofynnol		
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	<p>Addysgwyd i lefel Diploma Proffesiynol (Cwmsela)</p> <p>Wedi cofrestru gyda Chymdeithas Cwmsela a Seicotherapi Prydain neu Gyngor Seicotherapi y Deyrnas Unedig neu gyfwerth</p> <p>Achrediad gyda Chymdeithas Cwmsela a Seicotherapi Prydain neu Gyngor Seicotherapi y Deyrnas Unedig neu gyfwerth</p> <p>Cymhwyster addysgol</p>	
Sgiliau Ieithyddol Saesneg	<p>Gwrando/Siarad: Lefel 5</p> <p>Darllen: Lefel 5</p> <p>Ysgrifennu: Lefel 5</p>	<p>Rhaid cwrdd â'r sgiliau ieithyddol Saesneg a nodwyd ar apwyntiad.</p>
Sgiliau Ieithyddol Cymraeg	<p>Gwrando/Siarad: Lefel 4</p> <p>Darllen: Lefel 4</p> <p>Ysgrifennu: Lefel 4</p>	<p>Rhaid cwrdd â'r sgiliau ieithyddol Cymraeg a nodwyd o fewn dwy flynedd i benodiad.</p>
Sgiliau Ymarferol / Personol	<ul style="list-style-type: none"> • Sgiliau cyfathrebu da, yn ysgrifenedig ac ar lafar • Ymrwymo i'r cysyniad o addysg gynhwysol a disgwyladau a chyflawniadau uchel i'r holl ddisgyblion • Yn gallu gweithio'n dda o dan bwysau, defnyddio crebwyll meddylgar a dangos sensitifrwydd • Yn gallu cynnal cyfrinachedd sy'n briodol i'r lleoliad • Yn gallu cynnal cofnodion priodol a chywir a chynhyrchu adroddiadau yn ôl yr angen – fel rhan o werthuso'r gwasanaeth gan gynnwys paratoi data statudol ar gyfer Llywodraeth Cymru. • Gafael clir a dangosadwy ar seiliau damcaniaethol sy'n sail i'r broses gwmsela • Y gallu i ddangos sut mae'r uchod yn llywio dulliau'r ymgeisydd o gwmsela ar draws sbectrwm datblygiad dynol • Dealltwriaeth o, a gallu i weithio o fewn, Fframwaith Moesegol Cymdeithas Cwmsela a Seicotherapi Prydain ar gyfer Arfer Da mewn Cwmsela • Gwybodaeth drylwyr o weithdrefnau Amddiffyn a Diogelu Plant • Y gallu i addasu ac ymateb i anghenion sy'n newid • Dull gofalgar a sensitif o weithredu • Gallu profedig i aros yn ddigynnwrf o dan bwysau 	

<p>Profiad Hanfodol</p>	<ul style="list-style-type: none"> • Gafael clir a dangosadwy ar seiliau damcaniaethol sy'n sail i'r broses gwnsela • Y gallu i ddangos sut mae'r uchod yn llywio dulliau'r ymgeisydd o gwnsela ar draws sbectrwm datblygiad dynol • Dealltwriaeth o, a gallu i weithio o fewn, Fframwaith Moesegol Cymdeithas Cwnsela a Seicotherapi Prydain ar gyfer Arfer Da mewn Cwnsela • Gwybodaeth drylwyr o weithdrefnau Amddiffyn a Diogelu Plant • Ymwybyddiaeth o ofynion y Ddeddf Cydraddoldeb, y Ddeddf Diogelu Data a'r Ddeddf Rhyddid Gwybodaeth fel y'u gweithredir i'r rôl gwnsela • Yn gyfarwydd â Chod Ymarfer AAA Cymru 2002 a'r nodau o amgylch Bil Tribiwnlys Addysg Anghenion Dysgu Ychwanegol 2016. • Hyddysg mewn TGCh • Profiad o weithio mewn ysgolion a chefnogi plant • Yn gallu cynnal cyfrinachedd sy'n briodol i'r lleoliad a rhoi sylw a dealltwriaeth briodol o weithdrefnau Amddiffyn Plant • Dealltwriaeth dda o'r llwybrau atgyfeirio at Wasanaethau Iechyd Meddwl Arbenigol Plant a'r Glasoed • Yn gallu cyfathrebu trwy gyfrwng Cymraeg • Tystiolaeth o arfer profedig dan oruchwyliaeth ar ôl cymhwyso • Profiad o weithio a chysylltu ag asiantaethau eraill a chydag amrywiaeth o grwpiau cleientiaid • Profiad o drefnu gweithdai a darparu hyfforddiant i eraill
<p>Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd</p>	<ul style="list-style-type: none"> • Wedi cofrestru fel cwnselydd cymwys gyda Chymdeithas Cwnsela a Seicotherapi Prydain • Yn dibynnu ar Lefel Sgiliau Iaith Gymraeg

<p>Dymunol</p>	
<p>Cymwysterau / Hyfforddiant</p>	

Sgiliau Ymarferol / Personol

- Sgiliau cyfathrebu da sgiliau rhyngpersonol a chyflwyno, yn ysgrifenedig ac ar lafar
- Ymrwymo i'r cysyniad o addysg gynhwysol a disgwyliadau a chyflawniadau uchel i'r holl ddisgyblion
- Yn gallu gweithio'n dda o dan bwysau, defnyddio crebwyll meddylgar a dangos sensitifrwydd
- Yn gallu cynnal cyfrinachedd sy'n briodol i'r lleoliad
- Yn gallu cynnal cofnodion priodol a chywir a chynhyrchu adroddiadau yn ôl yr angen – fel rhan o werthuso'r gwasanaeth gan gynnwys paratoi data statudol ar gyfer Llywodraeth Cymru.
- Achrediad gyda Chymdeithas Cwnsela a Seicotherapi Prydain neu Gyngor Seicotherapi y Deyrnas Unedig neu gyfwerth
- Profiad o gwnsela mewn amgylchedd addysg
- Profiad o weithio gyda phlant oed ysgol
- Profiad o gyfrannu at werthuso'r gwasanaeth
- Ymwybyddiaeth o ofynion y Ddeddf Cydraddoldeb, y Ddeddf Diogelu Data a'r Ddeddf Rhyddid Gwybodaeth fel y'u gweithredir i'r rôl gwnsela
- Yn gyfarwydd â Chod Ymarfer AAA Cymru 2002 a'r nodau o amgylch Bil Tribiwnlys Addysg Anghenion Dysgu Ychwanegol 2016.
- Hyddysg mewn TGCh
- Yn gallu cyfathrebu trwy gyfrwng Cymraeg

Job Description

Post Name	School Counsellor
Service	Schools' Service
Grade	8
Spinal Point/s	18-22
Salary	£29,269 - £31-364 pro-rata
Job Purpose	<p><u>Core Purpose:</u></p> <ul style="list-style-type: none"> • To work as a member of the Mental Wellbeing Service and School Based Counselling Service to provide support to school based children and young people on an individual casework basis through a confidential appointments system and drop-in service. • To develop pupil group counselling sessions as part of the provision provided by the Inclusion and Wellbeing Service in key areas. e.g. Exam Stress • To support and counsel teaching staff across Ceredigion Schools in the Primary and Secondary Sector as the need arises. • To support the wellbeing work of School Hafan staff across the 7 Secondary Schools and PRU/EOTAS personnel via the delivery of training and workshops. <p>To support the wider work of members of the Inclusion and Wellbeing Team e.g. Schools in-reach CAMHS Pilot, the ACES Agenda via partnership working and training.</p>
Location	<p>Canolfan Rhediol</p> <p>Working across schools in Ceredigion</p>
Hours of Work	22.2 hours a week
Type of Contract	Part-time
Contract Duration	Fixed Term
Line Managers Job Title	Senior Counsellor/Service Manager
Supervisory/Managerial Responsibilities	None
Accountability	Corporate Manager/ Team manager mental wellbeing/Senior Counsellor

	<p>Post holder is required to work within policies and guidance of Ceredigion LA and under the direction of the manager</p>
<p>Contractual Terms Associated with the Post</p>	<p>School based counselling but may entail some flexibility around needs of the service and COVID-19 restrictions</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>
<p>Duties and Responsibilities</p>	
<ul style="list-style-type: none"> • To provide a counselling service primarily in a secondary school setting, but also including cluster primary schools from Year 6. • To provide a counselling service to the PRU/EOTAS Settings. • To develop group counselling sessions across Secondary Schools across the LA as part of Inclusion Provision. • To provide support and guidance to school staff enabling them to better identify and support students with emotional health and wellbeing difficulties. Provide counselling to teaching staff if required. • To establish effective liaison with school staff, with regard to student referral in respect of mental health and counselling issues and to support school staff in their pastoral role. • To contribute to staff development programmes on emotional health and wellbeing related topics and supporting school staff with student issues via workshops and training. • To promote the counselling service using a range of strategies including displays, leaflets, ICT and group talks / presentations. • To establish, maintain and monitor appropriate administrative systems with regard to student referral and to provide termly reports of quantitative data which also review and evaluate. • To liaise with appropriate external agencies and to co-ordinate associated activities in the school. • To help develop and implement policies and procedures which govern the School Based Counselling Service. • To ensure that the BACP's Code of Ethics and Practice is adhered to. • To promote awareness of personal, emotional and relationship issues amongst staff and students, through displays and notice boards throughout the school. • To publicise and distribute circulars related to these issues when required. To publicise national and local events to staff and students regarding emotional health and wellbeing issues. • To organise and deliver workshops / group sessions to address welfare /counselling/ mental health issues as required. (Possible-to be discussed) 	

- To engage with external supervision on a regular basis in accordance with BACP guidelines and as agreed with the line manager.
- To contribute to the annual self -evaluation of the service and play an active role in identifying and implementing any necessary improvements.
- To contribute to wider Inclusion strategies within the authority and work collaboratively with other staff within the Inclusion Service. E.g. Educational Psychology,
- To attend conferences, courses and workshops to update and develop counselling expertise.
- To take responsibility for health and safety, equal opportunities and data protection within the scope of the post.
- To undertake any additional responsibilities commensurate with the grade and salary, which are considered appropriate by the Manager or Head of Service.

Job Evaluation Post Ref

JD1145

Person Specification

Essential		
Academic / Professional / Technical / Vocational Qualifications	Educated to Professional Diploma level (Counselling) Registration with BACP or UKCP or equivalent Accreditation with BACP or UKCP or equivalent	
English Linguistic Skills	Listening/Speaking: Level 5 Reading: Level 5 Writing: Level 5	The English linguistic skills noted are required on appointment
Welsh Linguistic Skills	Listening/Speaking: Level 4 Reading: Level 4 Writing: Level 4	The Welsh linguistic skills noted must be attained within two years of appointment.
Practical and personal skills	<ul style="list-style-type: none"> • Good communication skills, both written and verbal • Be committed to the concept of inclusive education and high expectations and achievements for all pupils • Able to work well under pressure, exercise thoughtful judgement and display sensitivity • Able to maintain confidentiality appropriate to the setting • Able to maintain appropriate and accurate records and generate reports as required – as part of service evaluation including preparing statutory data for Welsh Government. • A clear and demonstrable grasp of theoretical bases underpinning the process of counselling • The ability to show how the above informs the applicant's approaches to counselling across the spectrum of human development • An understanding of, and ability to work within, the BACP Ethical Framework for Good Practice in Counselling • A thorough knowledge of Child Protection and Safeguarding procedures • Ability to adapt and be responsive to changing needs • Caring and sensitive approach • Proven ability to remain calm under pressure 	
Required Experience	<ul style="list-style-type: none"> • A clear and demonstrable grasp of theoretical bases underpinning the process of counselling • The ability to show how the above informs the applicant's approaches to counselling across the spectrum of human development 	

	<ul style="list-style-type: none"> • An understanding of, and ability to work within, the BACP Ethical Framework for Good Practice in Counselling • A thorough knowledge of Child Protection and Safeguarding procedures • Awareness of requirements of the Equality Act, Data Protection Act and Freedom of Information Act as applied to the counselling role • Familiarity with the SEN Code of Practice for Wales 2002 and the aims around the ALNET Bill 2016. • ICT literate • Experience of working within schools and supporting children • Able to maintain confidentiality appropriate to the setting and have due regard and understanding of Child Protection procedures • Good understanding of the referral pathways to Specialist CAMS • Able to communicate through the medium of Welsh • Evidence of proven post qualifying supervised practice • Experience of working and liaising with other agencies and with a diversity of client groups • Experience of organising workshops and providing training to others
<p>Training/education required to be undertaken for the post/worked towards</p>	<ul style="list-style-type: none"> • Registration with a recognized governing body such as the BACP or equivalent. • Depending on Level of Welsh Language Skills

Desirable	
Qualifications / Training	
Practical / Personal Skills	<ul style="list-style-type: none"> • Good communication skills interpersonal and presentation skills, both written and verbal • Be committed to the concept of inclusive education and high expectations and achievements for all pupils • Able to work well under pressure, exercise thoughtful judgement and display sensitivity Able to maintain confidentiality appropriate to the setting • Able to maintain appropriate and accurate records and generate data as required – as part of service evaluation including preparing statutory data for Welsh Government. Accreditation with BACP or UKCP or equivalent • Experience of counselling in an education environment

	<ul style="list-style-type: none">• Experience of working with school aged children• Experience of contributing to service evaluation• Awareness of requirements of the Equality Act, Data Protection Act and Freedom of Information Act as applied to the counselling role• Familiarity with the SEN Code of Practice for Wales 2002 and the aims around the ALNET Bill 2016.• ICT literate• Able to communicate through the medium of Welsh
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