

## Disgrifiad Swydd

Teitl y Swydd	Swyddog Cynhwysiant Addysg
Gwasanaeth	Ysgolion
Graddfa	9
Pwynt/iau Cyflog	24 - 26
Cyflog	£34,314 - £36,124 y flwyddyn
Pwrpas y Swydd	Sicrhau bod yr awdurdod a'i ysgolion yn cadw at cyfrifoldebau statudol yng nghyswllt presenoldeb yn yr ysgol a materion cysylltiedig. Cefnogi ysgolion, plant a'u theuluoedd drwy sicrhau fod pob disgybl yn mynychu'r ysgol yn rheolaidd.
Lleoliad Gwaith Cytundebol	Canolfan Rheidol
Oriau Gwaith	37awr
Math o Gytundeb	Llawn-amser
Hyd y Cytundeb	Dros Dro
Teitl swydd y Rheolwr Llinell	Arweinydd Tîm Gwasanaeth Cynhwysiant Addysg
Cyfrifoldebau Goruchwylio / Rheoli	
Atebolrwydd	<ul style="list-style-type: none"> <li>• Cadw cofnodion cywir</li> <li>• Cael mynediad i ddata basau a chofnodion electronig a'u dadansoddi</li> <li>• Llunio adroddiadau a pharatoi ffeiliau ar gyfer y llys, fel y bo angen</li> <li>• Cynrychioli'r gwasanaeth mewn ysgolion a chyfarfodydd aml-asiantaethol</li> <li>• Datblygu sylfaen gwybodaeth mewn cyfraith addysg, gan gyfeirio'n benodol at y fframwaith cyfreithiol sydd yn ymwneud a phresenoldeb mewn ysgolion</li> </ul>
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"> <li>• Herio a chefnogi ysgolion unigol yng nghyswllt presenoldeb disgyblion a rhoi cyngor ar arfer dda</li> <li>• Cefnogi rhieni i gyflawni eu dyletswydd cyfreithiol yn g nghyswllt addysg eu plentyn (plant)</li> <li>• Ymgymryd a gwaith achos gyda disgyblion rhieni gan greu strategaethau priodol yn uniol a'i faterion materion unigryw ac unigol</li> <li>• Ymateb yn briodol i faterion a amlygwyd gan y teulu a meddwl am atebion dychmygus i broblemau</li> <li>• Ystyried achos cyfreithiol yn erbyn rhiant nad yw ei blentyn yn mynychu'r ysgol</li> <li>• Ymgymryd a gwaith ataliol yn yr ysgol gyda rhieni a / neu'r disgybl i wella presenoldeb</li> <li>• Hwylusi darpariaeth cwricwlwm amgen ar gyfer disgyblion lle maent yn briodol</li> </ul>	

- Gweithio gydag adrannau ac asiantaethau eraill fel y bo angen i gynnwys trefnu cyfarfodydd cynllunio proffesiynol i ddatblygu cynlluniau gweithredu addas yn dibynnu ar anghenion yr unigolyn
- Ymgymryd a maes gwaith arbenigol ar ran y gwasanaeth (fel y cytunwyd gan y reolwr llinell)

Cyfeirnod at Ddibenion Gwerthuso Swyddi

SUP 001

# Manyleb Person

Gofynnol		
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	Gradd neu lefel gyfatebol mewn pwnc perthnasol	
Sgiliau Ieithyddol Cymraeg	Gwranddo/Siarad: <b>Lefel 5</b> Darllen: <b>Lefel 5</b> Ysgrifennu: <b>Lefel 4</b>	Rhaid cwrdd a'r sgiliau ieithyddol Cymraeg a nodwyd ar apwyntiad
Sgiliau Ieithyddol Saesneg	Gwranddo/Siarad: <b>Lefel 5</b> Darllen: <b>Lefel 5</b> Ysgrifennu: <b>Lefel 4</b>	Rhaid cwrdd a'r sgiliau ieithyddol Saesneg a nodwyd ar apwyntiad
Sgiliau Ymarferol / Personol	<ul style="list-style-type: none"> <li>• Medru gweithio ar ben eich hun a blaenoriaethu baich gwaith</li> <li>• Y gallu i fonitro a chynnal adolygiadau rheolaidd ar ddarpariaeth unigol</li> <li>• Parodrydd i herio ysgolion yng nghyswllt gweithredu arfer dda</li> <li>• Parodrydd i herio agweddau a all effeithio ar hawl y plentyn i addysg gyflawn ac effeithiol a defnyddio ymyrraeth gyfreithiol, os oes angen</li> <li>• Medru gweithio yn effeithiol o fewn cyd-destun amlasiantaethol os oes angen</li> <li>• Y gallu i weithio gydag unigolion a allai ddangos ymddygiadau heriol</li> <li>• Y gallu i weithio ar ei ben ei hun e.e. ymweliadau cartref</li> <li>• Sgiliau cyfathrebu ardderchog, yn llafar ac yn ysgrifenedig</li> <li>• Sgiliau TG da.</li> </ul>	
Profiad Hanfodol	<ul style="list-style-type: none"> <li>• Profiad o weithio gyda phlant a theuluoedd gan gynnwys y rhai a allai ddangod ymddygiadau heriol</li> <li>• Profiad o gadw cofnodion ac ysgrifennu adroddiadau cryno a chywir</li> <li>• Profiad o weithio mewn tîm</li> <li>• Profiad o weithio ar eich pen eich hun</li> </ul>	
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	<ul style="list-style-type: none"> <li>• Dealltwriaeth fanwl o gyfraith addysg yng nghyswllt presenoldeb yn yr ysgol a materion cysylltiedig</li> <li>• Amddiffyn Plant Lefel 2</li> </ul>	
Dymunol		
Cymwysterau / Hyfforddiant	<ul style="list-style-type: none"> <li>• Dealltwriaeth elfennol o natur statudol gwaith yn ymwneud â phresenoldeb yn yr ysgol ac ymrwymadau statudol cysylltiedig eraill</li> <li>• Gwybodaeth sylfaenol yn ymwneud ag iechyd emosiynol plant a phobl ifanc</li> <li>• Gwybodaeth elfennol o weithdrefnau amddiffyn plant</li> </ul>	
Sgiliau Ymarferol / Personol	<ul style="list-style-type: none"> <li>• profiad o weithio gyda phlant a theuluoedd gan gynnwys y rhai a allai ddangod ymddygiadau heriol</li> <li>• profiad o gadw cofnodion ac ysgrifennu adroddiadau cryno a chywir</li> <li>• profiad o weithio mewn tîm</li> <li>• profiad o weithio ar eich pen eich hun.</li> </ul>	

## Job Description

Post Name	Education Inclusion Officer
Service	Schools Service
Grade	9
Spinal Point/s	24 - 26
Salary	£34,314 - £36,124 pro rata
Job Purpose	To ensure that the authority and its schools adhere to their statutory responsibilities with regard to school attendance and related matters. To support schools, children and their families in ensuring that all pupils attend school regularly.
Contractual Work Location/Base	Canolfan Rheidol
Hours of Work	37 hours
Type of Contract	Full-time
Contract Duration	Temporary
Line Managers Job Title	Team Leader Education Inclusion Service
Supervisory/Managerial Responsibilities	
Accountability	<ul style="list-style-type: none"> <li>• Maintaining accurate records</li> <li>• Accessing and analysing electronic databases and records</li> <li>• Producing reports and preparing court files as necessary</li> <li>• Representing the service in schools and multi-agency meetings</li> <li>• Developing a knowledge base in education law, with particular reference to the legal framework concerning school attendance</li> </ul>
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
<b>Duties and Responsibilities</b>	
<ul style="list-style-type: none"> <li>• Challenging and supporting individual schools with regard to pupil attendance and advising on best practice</li> <li>• Supporting parents to fulfil their legal duty with regard to the education of their child (ren)</li> <li>• Undertaking casework with identified pupils by creating appropriate strategies approaching each case according to its unique and individual issues.</li> <li>• Respond appropriately to issues highlighted by the family and think of imaginative solutions to problems</li> <li>• To consider legal action against a parent whose child is not attending school.</li> <li>• Undertake preventative work in school with parents and/or pupil to improve attendance.</li> </ul>	

- To facilitate alternative curriculum provision for pupils where appropriate
- Working with other departments and agencies as required to include arranging professional planning meetings to develop suitable action plans dependent on the individual's needs.
- Undertaking a specialist area of work on behalf of the service(as agreed with line manager)

Job Evaluation Post Ref

SUP 001

## Person Specification

Essential		
Academic / Professional / Technical / Vocational Qualifications	Degree or equivalent level in a relevant subject	
Welsh Linguistic Skills	Listening/Speaking: <b>Level 5</b> Reading: <b>Level 5</b> Writing <b>Level 4</b>	The Welsh linguistic skills noted are required on appointment
English Linguistic Skills	Listening/Speaking: <b>Level 5</b> Reading: <b>Level 5</b> Writing <b>Level 4</b>	The English linguistic skills noted are required on appointment
Practical and personal skills	<ul style="list-style-type: none"> <li>• Ability to work on own initiative and prioritise workload</li> <li>• Ability to undertake monitor and take regular reviews on individual provision</li> <li>• Willingness to challenge schools with regard to the implementation of good practice</li> <li>• Willingness to challenge attitudes that may compromise a child's right to a full and efficient education and to apply legal interventions if necessary</li> <li>• Ability to work effectively within a multiagency context if required</li> <li>• Ability to work with individuals who may show challenging behaviours</li> <li>• Ability to lone work e.g. home visits</li> <li>• Excellent communication skills, both verbal and written</li> <li>• Good IT skills</li> </ul>	
Required Experience	<ul style="list-style-type: none"> <li>• Experience of working with children and families including those who may display challenging behaviours</li> <li>• Experience of record keeping and writing concise and accurate reports</li> <li>• Experience of working within a team setting</li> <li>• Experience of lone working</li> </ul>	
Training/education required to be undertaken for the post/worked towards	<ul style="list-style-type: none"> <li>• Detailed understanding of the education law as applied to school attendance and related matters</li> <li>• Child Protection Level 2</li> </ul>	
Desirable		
Qualifications / Training	<ul style="list-style-type: none"> <li>• Basic understanding of the statutory nature of school attendance work and other related statutory obligations</li> <li>• Basic knowledge related to children and young people's emotional health</li> <li>• Basic knowledge of child protection procedures</li> </ul>	
Practical / Personal Skills	<ul style="list-style-type: none"> <li>• Experience working with children and families including those who may exhibit challenging behaviours</li> <li>• Experience keeping records and writing concise and accurate reports</li> <li>• Experience working in a team</li> <li>• Experience working alone</li> </ul>	