

Disgrifiad Swydd

Teitl y Swydd	SAL TSA (Speech and language therapy support assistant)
Gwasanaeth	Ysgolion
Graddfa	6
Pwynt/iau Cyflog	Pwynt 7 - 10
Cyflog	£25,584 - £26,835 pro rata
Pwrpas y Swydd	Darparu sesiynau therapi lleferydd ac iaith i ddisgyblion unigol yn ysgolion cynradd Ceredigion o dan arweiniad y therapydd iaith a lleferydd.
Lleoliad Gwaith Cytundebol	Penmorfa, Aberaeron
Oriau Gwaith	34 awr yr wythnos - tymor yr ysgol yn unig
Math o Gytundeb	Rhan-amser
Hyd y Cytundeb	Parhaol
Teitl swydd y Rheolwr Llinell	Athrawes Ymgynghorol ADY
Cyfrifoldebau Goruchwylio / Rheoli	D/B
Atebolrwydd	Gweithio'n annibynnol o dan gyfarwyddyd rheolaidd y Therapydd iaith a Lleferydd i gynnal rhaglenni addysgu uniongyrchol o fewn maes datblygu iaith a lleferydd. Gellid cynnal y gwaith yn y dosbarth neu du allan y prif fan addysgu, ac mewn nifer o wahanol ysgolion yn ystod y diwrnod/yr wythnos.
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

Cefnogi'r Disgybl

- Darparu cefnogaeth unigol i ddisgyblion penodol sydd ag anawsterau iaith a lleferydd, gan sicrhau eu diogelwch a'u mynediad i weithgareddau dysgu.
- Defnyddio sgiliau/hyfforddiant/profiad arbenigol i ddarparu cefnogaeth allgymorth i ddisgyblion ag anawsterau iaith a lleferydd.
- Sefydlu cydberthynas adeiladol gyda'r disgyblion a rhyngweithio â nhw yn unol â'u hanghenion unigol.
- Hybu cynhwysiant a derbyniad pob disgybl.
- Gosod disgwyliadau heriol ac ymestynnol a hyrwyddo hunan-barch ac annibyniaeth.
- Darparu adborth i ddisgyblion mewn perthynas â chynnydd a chyflawniad.
- Annog disgyblion i weithredu'n annibynnol fel y bo'n briodol.

Cefnogi'r Athro/Athrawes

- Monitro ymatebion y disgyblion i weithgareddau dysgu penodol a chofnodi cynnydd.
- Darparu adborth manwl a rheolaidd i athrawon a therapydd iaith a lleferydd ar gyflawniad, cynnydd, problemau ayyb y disgyblion.
- Sefydlu cydberthynas adeiladol â rhieni/gofalwyr.

Cefnogi'r Cwricwlwm

- Cefnogi disgyblion i gael mynediad i'r cwricwlwm.
- Ymgymryd â strwythurau a gweithgareddau dysgu/rhaglenni addysgu cytunedig gan addasu'r gweithgareddau yn unol ag ymatebion y disgyblion
- Paratoi, cynnal a defnyddio offer/adnoddau gofynnol i gwrdd â rhaglenni Therapi Iaith a Lleferydd.

Cefnogi'r Ysgolion

- Bod yn ymwybodol o, a chydymffurfio â pholisïau sy'n ymwneud ag amddiffyn plant, iechyd, diogelwch, cyfrinachedd a diogelu data, gan adrodd ynghylch pob pryder i berson priodol.
- Bod yn ymwybodol o wahaniaeth a'i gefnogi a sicrhau bod yr holl ddisgyblion yn meddu ar fynediad cyfartal i gyfleoedd dysgu a datblygu.
- Cyfrannu at ethos/gwaith/nodau cyffredinol yr ysgolion.
- Gwerthfawrogi a chefnogi rôl gweithwyr proffesiynol eraill.
- Mynychu a chymryd rhan mewn cyfarfodydd perthnasol yn ôl y gofyn.
- Cymryd rhan mewn hyfforddiant a gweithgareddau dysgu a datblygiadau perfformiad eraill yn ôl y gofyn.

Cyfeirnod at Ddibenion Gwerthuso Swyddi

SUP 061

Manyleb Person

Gofynnol		
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	<ul style="list-style-type: none"> Sgiliau rhifedd/llythrennedd da. Achrediad ELKAN Lefel 3 CGC 3 ar gyfer Cynorthwywyr Addysgu neu gymwysterau neu brofiad cyfatebol. 	
Sgiliau Ieithyddol Cymraeg	Gwrando/Siarad: Lefel 5 Darllen: Lefel 4 Ysgrifennu: Lefel 3	Rhaid cwrdd a'r sgiliau ieithyddol Cymraeg a nodwyd ar apwyntiad
Sgiliau Ieithyddol Saesneg	Gwrando/Siarad: Lefel 5 Darllen: Lefel 5 Ysgrifennu: Lefel 5	Rhaid cwrdd a'r sgiliau ieithyddol Saesneg a nodwyd ar apwyntiad
Sgiliau Ymarferol / Personol	<ul style="list-style-type: none"> Defnydd effeithiol o TGCh i gefnogi dysgu. Dealltwriaeth o bolisïau/codau ymarfer perthnasol ac ymwybyddiaeth o ddeddfwriaeth berthnasol. Dealltwriaeth gyffredinol o gwricwlwm cenedlaethol/cyfnod sylfaenol a rhaglenni/strategaethau dysgu sylfaenol eraill. Dealltwriaeth sylfaenol o ddatblygiad a phroses dysgu'r plentyn. Y gallu i hunanwerthuso anghenion dysgu a chwilio am gyfleoedd dysgu. Y gallu i ymdeimlo'n dda â phlant ac oedolion. Gweithio'n adeiladol ac yn hyblyg fel rhan o dîm, deall swyddogaethau a chyfrifoldebau a'ch perthynas â hwy. Y gallu i deithio'n annibynnol 	
Profiad Hanfodol	Profiad o weithio gyda neu ofalu am blant oedran ysgol cynradd.	
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	<ul style="list-style-type: none"> Hyfforddiant gan therapyddion iaith a lleferydd. ELKLAN Cysgodi SALTSA's a SALTAs profiadol eraill. Y galli i ddilyn rhaglenni iaith a Lleferydd mewn ffordd creadigol. 	
Dymunol		
Cymwysterau / Hyfforddiant	<ul style="list-style-type: none"> Y gallu i ddilyn rhaglenni iaith a Lleferydd mewn ffordd creadigol. Y gallu i weithio'n annibynnol ond hefyd o fewn tim. Eglurder mynegiant. Y gallu i gynnal cyfrinachedd llym 	
Sgiliau Ymarferol / Personol	<ul style="list-style-type: none"> Sgiliau technoleg gwybodaeth da Gallu gweithio'n hyblyg 	

Job Description

Post Name	SALTSA (Speech and language therapy support assistant)
Service	Schools and Culture
Grade	6
Spinal Point/s	7 - 10
Salary	£25,584 - £26,835 pro rata
Job Purpose	To provide speech and language therapy sessions to individual pupils within Ceredigion primary schools under the guidance of the Speech and Language Therapist.
Contractual Work Location/Base	Penmorfa
Hours of Work	34 hours a week during school term only
Type of Contract	Part-time
Contract Duration	Permanent
Line Managers Job Title	Advisory Teacher for ALN
Supervisory/Managerial Responsibilities	N/A
Accountability	To work independently under the regular guidance of the Speech and language therapist to carry out direct teaching programmes within the area of speech and language development. Work may be carried out in the classroom or outside the main teaching area, and in a number of different schools during the day/week.
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	
<p>Support for pupils</p> <ul style="list-style-type: none"> • Provide individualised support for specific pupils with speech and language difficulties, ensuring their safety and access to learning activities. • Use specialist skills/training/experience to provide outreach support to pupils with speech and language difficulties. • Establish constructive relationships with the 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. • Provide feedback to pupils in relation to progress and achievement. • Encourage pupils to act independently as appropriate. <p>Support for the Teacher</p> <ul style="list-style-type: none"> • Monitor pupils' responses to specific learning activities and accurately record progress as directed. 	

- Provide detailed and regular feedback to teacher and speech and language therapist on pupils achievement, progress, problems etc.
- Establish constructive relationships with parents/carers.

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.
- Prepare, maintain and use equipment/resources to reinforce Speech and Language Therapy programmes.

Support for the Schools

- 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 schools.
- 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.

Job Evaluation Post Ref

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Person Specification

Essential		
Academic / Professional / Technical / Vocational Qualifications	<ul style="list-style-type: none"> Good numeracy/literacy skills ELKLAN Level 3 accreditation NVQ3 for Teaching Assistants or equivalent qualifications or experience 	
Welsh Linguistic Skills	Listening/Speaking: Level 5 Reading: Level 4 Writing Level 3	The Welsh linguistic skills noted are required on appointment
English Linguistic Skills	Listening/Speaking: Level 5 Reading: Level 5 Writing Level 5	The English linguistic skills noted are required on appointment
Practical and personal skills	<ul style="list-style-type: none"> Effective use of ICT to support learning Understanding of relevant policies/codes of practice and awareness of relevant legislation. General understanding of national/foundation stage 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 roles and responsibilities and your own position within these. Ability to travel independently. 	
Required Experience	Experience of working with or caring for children of primary school age.	
Training/education required to be undertaken for the post/worked towards	<ul style="list-style-type: none"> Training by speech and language therapists. ELKLAN Shadowing of SALTSA's and other experienced SALTAs. 	
Desirable		
Qualifications / Training	<ul style="list-style-type: none"> The ability to deliver specific Speech and Language Therapy programmes in a creative and individual way. Able to work independently but within the structure Clarity of expression Ability to maintain strict confidentiality 	
Practical / Personal Skills	<ul style="list-style-type: none"> Good IT Skills The ability to work flexibly 	