

Disgrifiad Swydd

Clwb ar ôl Ysgol Penllwyn

Teitl y Swydd:	Gweithiwr Chwarae
Lleoliad:	Ysgol Penllwyn
Oriau:	Contract achlysurol
Tâl:	£23,656 pro rata
Yn gyfrifol i / yn adrodd i:	Pennaeth yr ysgol
Pwrpas y swydd:	<ul style="list-style-type: none">• Deall a chyfrannu at amgylchedd chwarae sy'n gyfoethog, effeithiol, hyblyg ac ysgogol, lle gall y plant chwarae'n rhydd• Cyfrannu at, a chynllunio, chwarae plant a phobl ifanc• Cydymffurfio â'r rheoliadau Gofal dydd parthed y Safonau Gofynnol Cenedlaethol ar gyfer Gofal Plant a Reoleiddir.
Prif ddyletswyddau:	Plant <ul style="list-style-type: none">• Cyfrannu at ddarparu amgylchedd chwarae cyfoethog, hyblyg ac ysgogol, lle y gall plant chwarae'n rhydd. Yn ôl y gofyn, sicrhau bod y plant yn cael eu casglu o'r ysgol/ion. Helpu i gynllunio a pharatoi am chwarae, yn cynnwys gweithgareddau, paratoi'r lle o gwmpas a'r adnoddau, a fydd yn diwallu eu hanghenion chwarae unigol.• Adeiladu perthnasoedd effeithiol ac onest â'r plant a'r bobl ifanc, a'u rhieni/gofalwyr• Dilyn y canllawiau a'r gweithdrefnau parthed diogelu fel yr argymhellir gan yr awdurdod cofrestru.• Dilyn polisiau a gweithdrefnau'r Clwb, gan gynnwys diogelu, iechyd a diogelwch, ymddygiad, gweithdrefnau brys, a chyfrinachedd fel y cymeradwyir gan yr awdurdod cofrestru.• Cyfranogi ar adolygu ac adlewyrchu ar y polisiau a'r gweithdrefnau sydd yn eu lle.• Gweinyddu cymorth cyntaf fel y bo'n gymwys.• Cynnal goruchwyliaeth briodol o'r holl blant a phobl ifanc drwy gydol y sesiwn• Sicrhau y cesglir y plant a'r bobl ifanc gan rieni / gfofalwyr yn gweithio o fewn canllawiau'r polisi.• Cyfrannu at ddarparu a pharatoi amryw o ddewisiadau bwyd ar gyfer y plant a'r bobl ifanc.• Ac unrhyw ddyletswydd briodol arall o fewn rôl y swydd fel ar gais yr Uwch Weithiwr Chwarae.
	Staff a Rheolwyr <ul style="list-style-type: none">• Dirprwyo yn absenoldeb yr Uwch Weithiwr Chwarae, lle bo hynny'n briodol.• Cyfrannu i'r cyfarfodydd tîm.• Cysylltu â'r pwyllgor rheoli/rheolwr/perchennog, rhieni, ysgolion ac asiantaethau eraill fel y bo'n briodol ac yn ofynnol.• Annog ymwneud y rhieni â'r Clwb, a'u cefnogaeth iddo.

	<ul style="list-style-type: none"> • Cyfrannu at adolygu ansawdd y gwasanaeth - a chyda plant a rhieni yn ogystal - a helpu at ddatblygu arferion er mwyn gwella'n barhaus (gall hyn gynnwys ymgymryd â chynlluniau sicrwydd ansawdd cydnabyddedig neu adlewyrchu ar sesiynau) • Ymgymryd â hyfforddiant i hybu datblygiad personol er mwyn cyflawni'r rôl. Byddai hyn yn cynnwys: [Gwaith Chwarae, Cymorth Cyntaf, Diogelwch Bwyd, Diogelu a Hawliau Plant
	<p>Gweinyddiaeth</p> <ul style="list-style-type: none"> • Cynorthwyo'r Uwch Weithiwr Chwarae gyda'r gweinyddu o-ddydd-i-ddydd, cadw cofnodion, archebu a phrynu deunydd a chyfarpar • Cynorthwyo i gadw cofnodion, cofrestrau ac adroddiadau priodol er mwyn sicrhau cydymffurfiaid â'r gofynion cyfreithiol a rheoleiddiol • Cynorthwyo i sicrhau y cedwir cofnodion a systemau yn ôl yr hyn a benderfynir gan y pwyllgor rheoli/perchennog/rheolwr • Cynorthwyo gyda gweinyddiaeth ariannol y Clwb o ddydd i ddydd. • Cynorthwyo gyda chasglu a thrafod y ffioedd mewn modd diogel • Gweithio o fewn i gyllidebau y cytunwyd arnynt, yn ôl a argymhellwyd gan y pwyllgor rheoli/perchennog/rheolwr • Cynorthwyo gyda'r adroddiadau rheolaidd ar gynnydd i'r pwyllgor rheoli a chyfrannu tuag atynt • Mynychu cyfarfodydd mewnol ac allanol fel y bo'r angen, i sicrhau bod y gwasanaeth yn cael ei draddodi a'i ddatblygu yn llwyddiannus • Cynorthwyo gyda'r amryfal weithgareddau codi arian yn ôl cyfarwyddyd y pwyllgor/perchennog/rheolwr
	<p>Cyfreithiol</p> <ul style="list-style-type: none"> • Cynorthwyo'r Uwch Weithiwr Chwarae i sicrhau bod pob agwedd ar y gwasanaeth yn ateb gofynion y ddeddfwriaeth berthnasol e.e. Mesur Plant a Phobl Ifanc (Cymru) 2010 a'r Rheoliadau Gwarchod Plant a Gofal Dydd 2010 • Ymgymryd â'r gofynnon i gydymffurfio â'r Safonau Gofynnol Cenedlaethol ar gyfer Gofal Plant a Reoleiddir 2011 • Cynorthwyo'r Uwch Weithiwr Chwarae i sicrhau y cynhelir yr holl weithgareddau yn unol â'r ddeddfwriaeth ar gyfle cyfartal, a'r holl bolisiau, yn ôl a gytunwyd gan y Person Cofrestredig/Unigolyn Cyfrifol a'r pwyllgor rheoli/perchennog/rheolwr lle bo'n berthnasol. • Gweithredu'n unol â'ch cyfrifoldebau fel cyflogai dan Ddeddf Iechyd a Diogelwch yn y Gweithle 1974 • Mynychu hyfforddiant Datblygu Proffesiynol Parhaus (DPP) er mwyn ateb y gofynion cyfreithiol

Dyddiad Adolygu/Hawl i Amrywio

Mae'r disgrifiad swydd yn ôl yr hyn sy'n gymwys ar hyn o bryd, ac fe'i hadolygir yn rheolaidd fel rhan o'r Adolygiad Datblygiad a Pherfformiad, a gall fod yn ddarostyngedig i amrywiadau eraill. Efallai y bydd gofyn i chi ymgymryd â thasgau eraill y gellir eu haseinio i chi o bryd i'w gilydd.

Mae'r Disgrifiad Swydd hwn wedi ei gymeradwyo gan y *Person Cofrestredig/Unigolyn Cyfrifol a'r pwyllgor rheoli lle bo'n berthnasol*.

Cwmni a gyfyngir trwy warant [rhif] ac elusen gofrestrdig [rhif]

Manyleb Person

Manyleb Person : Gweithiwr Chwarae Cynorthwyol

Gwybodaeth/Sgiliau/Arall

Hanfodol

- Bod â chymhwyster perthnasol yn ôl a ddiffinnir gan yr awdurdod cofrestru (AGC)
- Bod â gwiriad dilys, manylach y Gwasanaeth Datgelu a Gwahardd (GDG)
- Y gallu i gyfathrebu'n effeithiol ag amrywiaeth eang o unigolion a chyfundrefnau.
- Y gallu i gyfrannu at gynnal systemau a chofnodion er mwyn gweinyddiaeth a rheolaeth ariannol effeithiol y ddarpariaeth.
- Dealltwriaeth o gyfle cyfartal, ac ymroddiad iddo.
- Gwybodaeth o Gonfensiwn y Cenhedloedd Unedig ar Hawliau'r Plentyn (UNCRC)
- Dealltwriaeth o chwarae a datblygiad plant, a'r gallu i ddiwallu anghenion unigol plant neu barodrwydd i gael ei hyfforddi
- Arddangos ystod eang o sgiliau Gwaith Chwarae

Dymunir

- Cymhwyster cyfredol mewn Cymorth Cyntaf
- Cymhwyster cyfredol mewn Diogelwch Bwyd
- Y gallu i siarad Cymraeg
- Y gallu i gyfathrebu mewn amryw o wahanol ieithoedd, e.e. Wrddw, iaith arwyddion.
- Profiad o weithio gyda phlant oed ysgol [rhowch yr ystod oed berthnasol]
- Profiad o weithio mewn tîm a/neu oruchwylio staf neu wirfoddolwyr.
- Gwybodaeth o'r ddeddfwriaeth sy'n berthnasol i ddarparu gofal plant i blant oed ysgol.

Cwmni a gyfyngir trwy warant [*rhif*] ac elusen gofrestredig [*rhif*]

Job Description

Penllwyn after school club

Job Title:	Playworker
Location:	Ysgol Penllwyn
Hours:	Casual Contract
Pay:	£ 23,656 pro rata
Responsible/reports to:	Headteacher
Job Purpose:	<ul style="list-style-type: none"> To understand and contribute to an enriched, effective, flexible and stimulating play environment To contribute to planning for children and young peoples play To comply with the daycare regulations, with regard to the National Minimum Standards for Regulated Child Care.
Main Duties:	<p>Children</p> <ul style="list-style-type: none"> Contribute to the provision of an enriched, flexible and stimulating play environment in which children are able to play freely. As required, ensure collection of children from school/s Help plan and prepare for play including activities, preparation of environment and resources, which meet their individual play needs. Build effective, honest relationships with the children and young people and their parents/carers Follow guidelines and procedures for safeguarding as recommended by the registering authority. Follow Club policies and procedures including safeguarding, health and safety, behaviour, emergency procedures, confidentiality as approved by the registering authority. Participate in reviewing and reflecting upon policies and procedures in place Administer first aid as appropriate Maintain appropriate supervision of all children and young people throughout the session Ensure collection of children and young people by parents /carers working within policy guidelines. Contribute to providing and preparing a range of suitable food options for children and young people And any other job role appropriate duty required by the Senior Playworker
	<p>Staff and Management</p> <ul style="list-style-type: none"> Deputise for Senior Playworker in their absence where appropriate Contribute to team meetings. Liaise with the management committee/manager/owner, parents, schools and other agencies as appropriate and required. Encourage parental involvement and support of the Club. Contribute to reviewing the quality of service - including with children and parents - and help develop practices for continuous

	<p>improvement (this may include undertaking recognised quality assurance schemes or reflecting on sessions)</p> <ul style="list-style-type: none"> • Undertake training to help with personal development in order to carry out the role including; [Playwork, First Aid, Basic Food Safety, Safeguarding and Children’s Rights.]
	<p>Administration</p> <ul style="list-style-type: none"> • Assist the Senior Playworker with day to day administration, record keeping, ordering and purchasing materials and equipment. • Assist to maintain appropriate records, registers and reports to ensure legal and regulatory requirements are met. • Assist to ensure records and systems are maintained as determined by the management committee/owner/manager. • Assist with the day to day financial administration of the Club. • Assist with the collection and secure handling of fees • Work within agreed budgets as recommended by the management committee/owner/manager. • Assist with and contribute to regular progress reports for the management committee/owner/manager. • Attend internal and external meetings as necessary, to ensure the successful delivery and development of the service. • Assist with various fundraising activities as directed by the committee/owner/manager.
	<p>Legal</p> <ul style="list-style-type: none"> • Assist the Senior Playworker in ensuring all aspects of service provision meet with the requirements of relevant legislation e.g. The Children & Families (Wales) Measure 2010 and the Child Minding & Day Care Regulations 2010. • Undertake the requirements to comply with the National Minimum Standards for Regulated Child Care 2011. • Assist the Senior Playworker in ensuring that all activities are operated in accordance with equal opportunities legislation and all policies as agreed by the Registered Person/Responsible Individual and management committee/owner/manager where relevant. • Adhere to your personal responsibilities as an employee under the Health & Safety at Work Act 1974. • To attend CPD training in order to meet legal requirements.

Review Date/Right to Vary

This job description is as currently applies and will be reviewed regularly as part of Development and Performance Review, and may be subject to other variances. You may be required to undertake other tasks that can be reasonably assigned to you from time to time.

This Job Description is approved by *the Registered Person/Responsible Individual and management committee where relevant.*

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Person Specification

Person Specification: Assistant Playworker

Knowledge/Skills/Other

Essential

- To possess a relevant qualification as defined by the registering authority (CIW).
- To hold a valid, enhanced DBS check
- Ability to communicate effectively with a wide range of individuals and organisation.
- Ability to contribute to the maintenance of systems and records for the effective administration and financial management of the provision.
- An understanding and commitment to equal opportunities.
- Knowledge of the United Nation Convention on the Rights of the Child
- An understanding of play and child development and the ability to meet children's individual needs or willingness to undertake training
- Demonstrate a wide range of practical Playwork skills.

Desirable

- Current First Aid qualification.
- Current Food Safety qualification.
- Ability to speak Welsh.
- Ability to communicate in a range of different languages, e.g. Urdu, sign language
- Experience of working with school aged children [enter relevant age range].
- Experience of working in a team and/or supervising staff or volunteers.
- Knowledge of legislation relevant to the provision of childcare for school age children.

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