

Teitl swydd - Cydlynnydd Hwb Lles

Yn adrodd i - Arweinydd Lles

Pwrpas y swydd - Bydd y Cydlynnydd Hwb Lles yn chwarae rhan allweddol wrth hyrwyddo a chefnogi lles emosiynol, meddyliol a chorfforol myfyrwyr a staff. Bydd deiliad y swydd yn cydlynu gweithgareddau'r Hwb Lles, gan sicrhau ei fod yn fan croesawgar a hygyrch. Byddant yn gweithio'n agos gyda staff, myfyrwyr, ac asiantaethau allanol i roi ymagwedd ysgol gyfan at les ar waith. Bydd y Cydlynnydd Hwb Lles yn arwain y gwaith o ddatblygu a darparu Hwb Lles pwrpasol a meithrin amgylchedd cefnogol lle mae unigolion yn teimlo eu bod yn cael eu gwerthfawrogi, eu deall a'u grymuso i ffynnu.

Cyfrifoldebau allweddol

Cydlynu'r Hwb Lles:

- Rheoli gweithrediadau dyddiol Hwb Lles yr ysgol, gan sicrhau ei fod yn ofod diogel, cynhwysol a chefnogol i fyfyrwyr a staff.
- Datblygu a chynnal ystod o adnoddau a gweithgareddau i gefnogi lles.
- Bod yn bwynt cyswllt cyntaf i fyfyrwyr sy'n defnyddio'r ganolfan, gan gynnig clust i wrando a'u cyfeirio at wasanaethau priodol.
- Gweithio fel mentor gydag unigolion a grwpiau o ddisgyblion e.e. Gofalwyr Ifanc, PYDd, SIY er mwyn darparu gweithgareddau ymarferol a fydd yn datrys unrhyw rwystrau i'w haddysg a thrwy hynny eu cynorthwyo i gyrraedd eu llawn botensial.

Cymorth i fyfyrwyr:

- Gweithio'n uniongyrchol gyda myfyrwyr i ddarparu cyngor, cefnogaeth emosiynol ac ymyrraethau cynnar.
- Cynorthwyo gyda datblygu a chyflwyno gweithdai lles, sesiynau grŵp, a mentrau wedi'u teilwra i anghenion cymuned yr ysgol.
- Cynnal cyfathrebu rheolaidd gyda thimau bugeiliol, CADY, ac arweinwyr diogelu ynghylch pryderon myfyrwyr, gan sicrhau dilyniant a chefnogaeth briodol.

Cydweithio a phartneriaethau:

- Cysylltu â staff, rhieni/gofalwyr, a sefydliadau allanol i ddarparu cymorth cyfannol i fyfyrwyr.
- Cydweithio â chwrselwyr ysgol, staff bugeiliol, a gweithwyr iechyd meddwl proffesiynol allanol i fynd i'r afael ag anghenion lles.
- Adeiladu partneriaethau gyda gwasanaethau lleol, elusennau, a darparwyr iechyd i wella arlwy lles yr ysgol.

Monitro a gwerthuso:

- Cadw cofnodion cywir o ryngweithiadau, ymyrraethau a chyfeiriadau myfyrwyr tra'n cadw at brotocolau cyfrinachedd a diogelu.
- Monitro effeithiolrwydd mentrau lles a defnyddio adborth i lywio gwelliannau.
- Darparu diweddariadau ac adroddiadau rheolaidd i'r Uwch Dîm Arwain ar dueddiadau lles ac effaith gweithgareddau'r hwb.

Strategaeth les ysgol gyfan:

- Cefnogi datblygiad a gweithrediad strategaeth lles yr ysgol yn unol â'i hethos a'i gwerthoedd.
- Hyrwyddo iechyd meddwl a lles ar draws yr ysgol, gan hybu ymwybyddiaeth trwy ymgyrchoedd, digwyddiadau, a gwasanaethau.
- Cyfrannu at hyfforddiant staff ar bynciau lles a rhannu arferion gorau.

Diogelu a safonau proffesiynol:

- Glynw at bolisiau a gweithdrefnau diogelu'r ysgol, gan sicrhau diogelwch a lles yr holl fyfyrwyr.
- Mynychu hyfforddiant diogelu ac iechyd meddwl yn ôl yr angen.

- Cael y wybodaeth ddiweddaraf am ddatblygiadau mewn arferion cefnogi iechyd meddwl a lles.
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Manyleb person

Sgiliau a rhinweddau hanfodol:

- Profiad o weithio gyda phlant neu bobl ifanc fel cymorth bugeiliol, lles neu iechyd meddwl.
- Dealltwriaeth sylweddol am faterion iechyd meddwl a lles sy'n effeithio ar bobl ifanc.
- Sgiliau rhyngpersonol, cyfathrebu a gwranddo gweithredol rhagorol.
- Y gallu i weithio gydag empathi a chynnal cyfrinachedd.
- Bod yn gyfarwydd ag arferion a gweithdrefnau diogelu mewn lleoliad addysgol.
- Sgiliau trefnu cryf a'r gallu i reoli blaenoriaethau lluosog.

Sgiliau a phrofiad dymunol:

- Cymwysterau perthnasol mewn cwnsela, seicoleg, gwaith ieuencid, neu faes cysylltiedig.
 - Profiad o gyflwyno gweithdai neu ymyrraethau grŵp.
 - Y gallu i gyfathrebu trwy gyfrwng y Gymraeg.
 - Dealltwriaeth o'r system addysg a'r pwysau sy'n wynebu myfyrwyr a staff.
 - Gwybodaeth am wasanaethau cymorth lleol a llwybrau atgyfeirio ar gyfer iechyd meddwl.
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Nodweddion Allweddol:

- Hygyrch, anfeirniadol, a chynnil.
 - Rhagweithiol a gallu rheoli blaenoriaethau lluosog.
 - Wedi ymrwymo i feithrin amgylchedd ysgol cynhwysol a chefnogol.
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Pam ymuno ag Ysgol Bro Pedr?

- Bod yn rhan o ysgol sy'n blaenoriaethu lles myfyrwyr a staff.
 - Cyfleoedd ar gyfer datblygiad proffesiynol a hyfforddiant mewn iechyd meddwl a lles.
 - Gweithio mewn amgylchedd cefnogol a chynhwysol lle gallwch wneud gwahaniaeth gwirioneddol.
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Cyflog - Lefel 4

Oriau Gwaith - Yn ystod y tymor yn unig, 37 awr yr wythnos

Lleoliad - Ysgol Bro Pedr

Job title - Wellbeing Hub Co-ordinator

Reports to - Wellbeing Lead

The purpose of the post - The Wellbeing Hub Coordinator will play a key role in promoting and supporting the emotional, mental and physical wellbeing of students and staff. The post holder will coordinate the activities of the Wellbeing Hub, ensuring that it is a welcoming and accessible place. They will work closely with staff, students and external agencies to implement a whole school approach to wellbeing. The Wellbeing Hub Coordinator will lead the development and provision of a bespoke Wellbeing Hub and foster a supportive environment where individuals feel valued, understood and empowered to thrive.

Key responsibilities

Wellbeing Hub coordination:

- Manage the daily operations of the school's Wellbeing Hub, ensuring it is a safe, inclusive, and supportive space for students and staff.
- Develop and maintain a range of resources and activities to support wellbeing.
- Act as the first point of contact for students accessing the hub, offering a listening ear and signposting them to appropriate services.
- To work as a mentor with individual and groups of pupils e.g. Young Carers, FSM, EAL in order to provide practical activities that will resolve any obstacles to their education and thereby assist them to reach their full potential.

Student support:

- Work directly with students to provide advice, emotional support, and early interventions.
- Assist with the development and delivery of wellbeing workshops, group sessions, and initiatives tailored to the needs of the school community.
- Maintain regular communication with pastoral teams, ALNCo, and safeguarding leads regarding student concerns, ensuring appropriate follow-up and support.

Collaboration and partnerships:

- Liaise with staff, parents/carers, and external organisations to provide holistic support for students.
- Work collaboratively with school counsellors, pastoral staff, and external mental health professionals to address wellbeing needs.
- Build partnerships with local services, charities, and health providers to enhance the school's wellbeing offer.

Monitoring and evaluation:

- Maintain accurate records of student interactions, interventions, and referrals while adhering to confidentiality and safeguarding protocols.
- Monitor the effectiveness of wellbeing initiatives and use feedback to inform improvements.
- Provide regular updates and reports to the Senior Leadership Team on wellbeing trends and the impact of the hub's activities.

Whole-school wellbeing strategy:

- Support the development and implementation of the school's wellbeing strategy in line with its ethos and values.
- Champion mental health and wellbeing across the school, promoting awareness through campaigns, events, and assemblies.
- Contribute to staff training on wellbeing topics and share best practices.

Safeguarding and Professional Standards:

- Adhere to the school's safeguarding policies and procedures, ensuring the safety and welfare of all students.
 - Attend safeguarding and mental health training as required.
 - Stay up to date with developments in mental health and wellbeing support practices.
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Person specification

Essential skills and qualities:

- Experience working with children or young people in a pastoral, wellbeing, or mental health support capacity.
- Strong knowledge of mental health and wellbeing issues affecting young people.
- Excellent interpersonal, communication, and active listening skills.
- Ability to work with empathy and maintain confidentiality.
- Familiarity with safeguarding practices and procedures in an educational setting.
- Strong organisational skills and ability to manage multiple priorities.

Desirable skills and experience:

- Relevant qualifications in counselling, psychology, youth work, or a related field.
 - Experience delivering workshops or group interventions.
 - Ability to communicate through the medium of Welsh.
 - Understanding of the education system and the pressures facing students and staff.
 - Knowledge of local support services and referral pathways for mental health.
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Key Attributes:

- Approachable, non-judgmental, and discreet.
 - Proactive and able to manage multiple priorities.
 - Committed to fostering an inclusive and supportive school environment.
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Why join Ysgol Bro Pedr?

- Be part of a school that prioritises student and staff wellbeing.
 - Opportunities for professional development and training in mental health and wellbeing.
 - Work in a supportive and inclusive environment where you can make a real difference.
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Salary - Level 4

Working Hours - Term-time only, 37 hours per week

Location - Ysgol Bro Pedr