

Disgrifiad Swydd

Teitl y Swydd	Athro Ymgynghorol Anhawsterau Ymddygiadol, Emosiynol a Chymdeithasol
Gwasanaeth	Ysgolion
Graddfa	Soulbury Pwynt 9
Pwynt/iau Cyflog	N/A
Cyflog	£51,425 y flwyddyn
Pwrpas y Swydd	Hyfforddi a chefnogi ysgolion i fynd i'r afael a heriau Ymddygiadol, Emosiynol a Chymdeithasol
Lleoliad	Canolfan Rheidol
Oriau Gwaith	37
Math o Gytundeb	Llawn-amser
Hyd y Cytundeb	Parhaol
Teitl swydd y Rheolwr Llinell	Rheolwraig Corfforaethol Ymgysylltu a Chyrhaeddiad
Cyfrifoldebau Goruchwyllo / Rheoli	Cydlynwyr y tîm Ymgysylltu gyda throsolwg dros Mentoriaid Dysgu a Sgiliau Plant a phobl ifanc.
Atebolrwydd	Rheolwr Corfforaethol
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	

I gael cyfrifoldeb cyffredinol dros y gwasanaeth Mentora, gyda chyfrifoldeb rheoli llinell uniongyrchol am y Cydlynnydd Tîm.

- I gwrdd â chydlynwyr yn rheolaidd i sicrhau cysondeb yn y gwasanaeth cymorth.
- I fonitro data a chyfeiriadau at y gwasanaeth i sicrhau dosbarthiad priodol o gefnogaeth trwy ysgolion Ceredigion.
- I ddarparu cysylltiad allweddol gyda rheolwyr corfforaethol a gweithio gyda rheolwyr tîm eraill i sicrhau bod tîmau'n cael eu rheoli'n gyson i gyrraedd amcanion corfforaethol a'r gwasanaeth.
- I ddarparu arweiniad strategol ar y maes ffocws.
- I reoli staff yn effeithiol.
- I weithio dan gyfarwyddyd y rheolwr corfforaethol ar gyfer Ymgysylltu a Chyrhaeddiad
- I ddarparu cyngor, arweiniad a chymorth i ysgolion ar Anawsterau Cymdeithasol, Emosiynol ac Ymddygiadol.
- I ddarparu cyfleoedd o safon uchel ac yn gyson i ymarferwyr gymryd rhan mewn datblygiad proffesiynol parhaus priodol a phwrpasol.
- I gynnig arweiniad a chymorth ymarferol mewn dosbarthiadau ysgol.
- I ddarparu arweiniad strategol ar faterion sy'n ymwneud ag BESD.
- I gynnal cyfarfodydd tîm mentora mewnol, tynnu casgliadau a rhannu canfyddiadau allweddol â'r Rheolwr Corfforaethol/CLO.
- I sicrhau arweiniad priodol a darparu hyfforddiant fel y bo' angen.
- I ddarparu rhwydwaith cyson fel fforwm ar gyfer datblygiadau.
- I gyfathrebu datblygiadau yn y maes yn glir ac yn amserol i ysgolion, gan gynnig arweiniad ymarferol i'w cefnogi.
- I arwain ymarferwyr i ddatblygu dulliau dysgu a throsglwyddo o safon uchel ac yn addas i'w maes.
- I gasglu a dadansoddi'r data priodol sy'n gysylltiedig â'r gwasanaeth mentora.
- I weithio gyda'r rheolwr corfforaethol, gyda chymorth adran Cyllid, i sicrhau'r gwerth gorau o'r gyllideb sydd wedi'i dyrannu i'r maes (os yw'n berthnasol).
- I sicrhau cyfrifoldeb am amodau unrhyw arian grant a roddwyd i'r maes.
- I gynnal ac ymestyn y wybodaeth a'r sgiliau diweddaraf yn y maes.
- I gynnig arbenigedd i ymweliadau Tîm yr Awdurdod Lleol â'r ysgolion.
- I gynnig arweiniad priodol i sefydliadau yn eu prosesau hunan-asesu yn y maes Ymgysylltu a Chyrhaeddiad.
- I ganolbwyntio ar welliannau mewn ysgolion.
- I gynrychioli'r Awdurdod Leol mewn cyfarfodydd a chynadleddau rhanbarthol a chenedlaethol.
- Yn gydweithredol gyda'r Rheolwr Llinell, i sicrhau bod cyfathrebu cyson a phroffesiynol yn arwain at ddarpariaeth gwasanaeth effeithiol ac yn gydamserol.
- I ddarparu arweiniad i athrawon, adrannau a phob ysgol sydd angen cymorth yn y maes.
- I arwain, trefnu a chyfrannu at raglenni penodol i wella ansawdd addysg yng Ngheredigion.
- I arwain ar themâu ar ran Gwasanaeth Ysgol sy'n cyd-fynd â chynlluniau busnes a blaenoriaethau'r Awdurdod Lleol a blaenoriaethau cenedlaethol.
- Perfformio unrhyw dyletswyddau eraill y gall swyddog Corfforaethol Gwasanaeth Ysgol eu hystyried yn gyfatebol â chynllun cyflog y safle

Manyleb Personol

Gofynnol								
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	Gradd neu gymhwyster cyfatebol ynghyd â statws athro cymwys							
Sgiliau Ieithyddol Cymraeg	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Gwrando/Siarad:</td> <td style="width: 33%;">Lefel 4</td> <td rowspan="3" style="width: 34%;">Rhaid cwrdd a'r sgiliau ieithyddol Cymraeg a nodwyd o fewn dwy flynedd i benodiad</td> </tr> <tr> <td>Darllen:</td> <td>Lefel 4</td> </tr> <tr> <td>Ysgrifennu:</td> <td>Lefel 3</td> </tr> </table>	Gwrando/Siarad:	Lefel 4	Rhaid cwrdd a'r sgiliau ieithyddol Cymraeg a nodwyd o fewn dwy flynedd i benodiad	Darllen:	Lefel 4	Ysgrifennu:	Lefel 3
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Ysgrifennu:	Lefel 5							
Sgiliau Ymarferol / Personol	<ul style="list-style-type: none"> Y gallu i gyfathrebu'n glir Y gallu i fod yn fanwl, cywir a strategol Y gallu i gynghori a dwyn ysgolion yn atebol Y gallu i arwain tîm yn effeithiol 							
Profiad Hanfodol	<p>Profiad o arwain tîm yn llwyddiannus</p> <p>Profiad o rheoli Ymddygiad Heriol o fewn y Dosbarth</p> <p>Dealltwriaeth o'r Ddeddf ADY</p>							
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	Hyfforddiant Rheolwyr Canol / Uwch Rheolwyr							

Dymunol	
Cymwysterau / Hyfforddiant	Profiad o fod yn Athro effeithiol neu/ ac aelod o uwch Dîm Rheoli llwyddiannus.
Sgiliau Ymarferol / Personol	Sgiliau cyfathrebu dad-ddwysio

Job Description

Post Name	Advisory Teacher for Behaviour, Emotional, Social Difficulties
Service	Schools
Grade	Soulbury Point 9
Spinal Point/s	n/a
Salary	£51,425 per annum
Job Purpose	Support and advise schools in developing in the field of behaviour, social and emotional difficulties
Location	Canolfan Rheidol
Hours of Work	37
Type of Contract	Full-time
Contract Duration	Permanent
Line Managers Job Title	Corporate Manager Engagement and Attainment
Supervisory/Managerial Responsibilities	Team Coordinators with overview of the Learning and Skills Mentors
Accountability	Corporate Manager
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	

To have overall responsibility for the outreach Mentoring service with direct line management responsibility for the Team Coordinators.

- To meet with coordinators frequently to ensure consistency in the service support offer.
- To monitor data and referrals to the service to ensure appropriate allocation of support throughout schools in Ceredigion.
- To provide a key link with corporate managers and work with other team managers in ensuring that teams are managed consistently to meet corporate and service objectives.
- To provide strategic guidance on the focus area.
- To manage staff within the outreach area of the Engagement and Attainment team effectively.
- To work under the direction of the corporate manager for Engagement and Attainment.
- To provide advice, guidance, and support to schools on Social, emotional and Behavioural Difficulties (SEBD).
- To provide consistent and excellent quality opportunities for practitioners to undertake a range of suitable and purposeful continuing professional development
- To offer guidance and practical support in classrooms/school settings.
- To provide strategic guidance on matters relating to BESD.
- To hold internal mentor team meetings, draw conclusions and feed key findings to the Corporate Manager/CLO.
- To ensure proper guidance and provide training as required.
- To provide a consistent network as a forum for developments.
- To communicate developments in the field clearly and in a timely manner to schools offering practical guidance to support them.
- To guide practitioners to develop high quality and suitable learning and teaching methods that suit their field.
- To collect and analyse the appropriate data related to the mentoring service.
- To work with the corporate manager, with the support of the Finance department, on ensuring the best budget value apportioned to the field (if applicable).
- To ensure accountability to the conditions of any grant money given to the field.
- To maintain and continue to develop the most up-to-date knowledge and skills in the field.
- To offer expertise to the Local Authority Team's visits to schools.
- To offer appropriate guidance to organisations in their self-evaluation processes in the field of BESD.
- To focus on improvements in schools.
- To represent the Local Authority at regional and national meetings and conferences as required.
- In collaboration with the Line Manager, to ensure that consistent and professional communication leads to effective and co-adherent service provision.
- To provide guidance to teachers, departments and schools that need support within the area of BESD.
- To lead, organise and contribute to specific programmes to improve the quality of education in Ceredigion.
- To lead on themes on behalf of a School Service that align with the Local Authority's business plans and priorities and national priorities.

- Perform such other duties as the School Service Corporate Lead Officer may assume to be commensurate with the pay scale of the position

Job Evaluation Post Ref	
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Person Specification

Essential					
Academic / Professional / Technical / Vocational Qualifications	Degree or equivalent qualification plus Qualified Teacher Status				
Welsh Linguistic Skills	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Listening/Speaking: Level 4</td> <td rowspan="3" style="width: 50%; vertical-align: top;">The Welsh linguistic skills noted must be attained within two years of appointment.</td> </tr> <tr> <td>Reading: Level 4</td> </tr> <tr> <td>Writing Level 3</td> </tr> </table>	Listening/Speaking: Level 4	The Welsh linguistic skills noted must be attained within two years of appointment.	Reading: Level 4	Writing Level 3
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English Linguistic Skills	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Listening/Speaking: Level 5</td> <td rowspan="3" style="width: 50%; vertical-align: top;">The English linguistic skills noted are required on appointment</td> </tr> <tr> <td>Reading: Level 5</td> </tr> <tr> <td>Writing Level 5</td> </tr> </table>	Listening/Speaking: Level 5	The English linguistic skills noted are required on appointment	Reading: Level 5	Writing Level 5
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Reading: Level 5					
Writing Level 5					
Practical and personal skills	<ul style="list-style-type: none"> The ability to lead and ensure accountability The ability to communicate effectively The ability to lead a team effectively The ability to be detailed, precise and strategic 				
Required Experience	<p>Experience of leading a team successfully</p> <p>Experience of Managing challenging behaviour in a classroom setting</p> <p>Understanding of the ALN Code of Practice.</p>				
Training/education required to be undertaken for the post/worked towards	Middle Manager / Senior Manager Training.				

Desirable	
Qualifications / Training	Experience of being an effective Teacher or/and member of a successful Senior Management Team
Practical / Personal Skills	De-escalation Communication Skills