

Disgrifiad Swydd

Teitl y Swydd	Swyddog Cefnogi Amddiffyn Plant a Diogelu
Gwasanaeth	Porth Gofal
Graddfa	7
Pwynt/iau Cyflog	12-16
Cyflog	£27,711- £29,572 pro rata
Pwrpas y Swydd	I gefnogi Swyddog Enwebedig Amddiffyn Plant Gwasanaethau Ysgolion er mwyn medru ehangu'r ddarpariaeth ar gyfer Ysgolion Ceredigion a Gwasanaethau Cymdeithasol
Lleoliad Gwaith Cytundebol	Penmorfa, Aberaeron
Oriau Gwaith	37 awr yr wythnos
Math o Gytundeb	Llawn-amser
Hyd y Cytundeb	Cyfnod Penodedig
Teitl swydd y Rheolwr Llinell	Swyddog Enwebedig Amddiffyn Plant
Cyfrifoldebau Goruchwylio / Rheoli	Nicola Willis
Atebolrwydd	Taniya Jarrams
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"> • I gefnogi Ysgolion a Swyddog Enwebedig Amddiffyn Plant efo achosion Diogelu ag Amddiffyn Plant • I sicrhau fod Ysgolion yn cydymffurfio efo'i dyletswyddau statudol parthed diogelu plant, trwy cadarnhau fod pob polisi a trefn penodol yn ei le, ag yn gweithredu awdit diogelu blynyddol. • Datblygu a hyrwyddo cyfraniad y Gwasanaeth Ysgolion i wasanaethau cymorth ymyl gofal yr awdurdod lleol • Cryfhau'r broses o weithredu cynlluniau diogelu a gofal a chymorth yn effeithiol yng nghydestun yr ysgol er mwyn helpu i gynnal plant yn ddiogel gyda'u teuluoedd ac yn yr ysgol • Helpu i hysbysu ysgolion am ddigwyddiadau sy'n gysylltiedig â'r cartref a dderbynnir drwy Ymgyrch Encompass ac i gynorthwyo gyda hysbysiadau plant coll a helpu i gryfhau ymatebion ysgolion i ddigwyddiadau o'r fath o ran cymorth i ddisgyblion • Helpu i ddatblygu a hyrwyddo'r defnydd o adnoddau ar gyfer staff ysgol mewn perthynas â diogelwch a lles plant sydd mewn perygl o niwed a chwalfa deuluol • Cynorthwyo gyda hyfforddi staff ysgol ar faterion sy'n ymwneud â diogelu a chryfhau teuluoedd a rôl ysgolion • Helpu i hyrwyddo arfer da mewn ysgolion mewn perthynas â mynd i'r afael â themâu diogelu cymunedol cyfredol a all gynyddu'r risg y bydd plant yn dechrau derbyn gofal; llinellau sirol a chamfanteisio yn arbennig • I fod yn ymwybodol o'r polisiau ar gweithdrefnau parthed iechyd, diogelwch, cyfrinachedd, diogelu data, a rhannu fod pryder efo'r Swyddog penodol. 	

- I gymeryd rhan mewn hyfforddiant, gweithgareddau dysgu a datblygiad proffesiynol fel yr angen.
- I fod yn aelod gweithgar a brwdfrydig o'r, Gwasanaethau Diogelu a Gwasanaethau Ysgolion.
- Y gallu i ddefnyddio menter yn briodol a bod yn barod i fabwysiadu dull hyblyg
- Cynnal cyfrinachedd ac arsylwi diogelu data a chanllawiau cysylltiedig lle bo hynny'n briodol.
- Y gallu i greu a datblygu systemau a rhannu gwybodaeth briodol.
- Mae'r gallu i weithio fel aelod o dîm yn hanfodol

Cyfeirnod at Ddibenion Gwerthuso Swyddi

JD1331-02

Manyleb Person

Gofynnol		
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	Profiad perthnasol neu gradd (neu uwch).	
Sgiliau Ieithyddol Cymraeg	Gwrando/Siarad: Lefel 5 Darllen: Lefel 5 Ysgrifennu: Lefel 4	Rhaid cwrdd a'r sgiliau ieithyddol Cymraeg a nodwyd ar benodiad
Sgiliau Ieithyddol Saesneg	Gwrando/Siarad: Lefel 5 Darllen: Lefel 5 Ysgrifennu: Lefel 5	Rhaid cwrdd a'r sgiliau ieithyddol Saesneg a nodwyd ar benodiad.
Sgiliau Ymarferol / Personol	<ul style="list-style-type: none"> • Trwydded yrru lawn a mynediad i gerbyd ar gyfer defnydd busnes; • sgiliau negyddu a chyfathrebu rhagorol; • y gallu i weithio'n annibynnol ac fel rhan o dîm; • y gallu i gyfathrebu'n effeithiol gyda rhieni a disgyblion. • y gallu i weithio'n effeithiol gyda gweithwyr proffesiynol eraill; • y gallu i lunio adroddiadau manwl a chyflwyno i gyfarfodydd; • y gallu i hunan arfarnu • I fod yn arloesol, yn greadigol ac yn hyblyg yn eich dull o gefnogi pobl ifanc bregus a rhieni a gweithwyr proffesiynol. 	
Profiad Hanfodol	<ul style="list-style-type: none"> • Profiad a gwybodaeth am gweithdrefnau Amddiffyn Plant. • Dealltdwriaeth a phrofiad o'r gyfraith perthnasol, canllawiau a gweithdrefnau sydd yn gysylltiedig efo Diogelu. • Gwybodaeth a dealltdwriaeth o Addysg, Lles a Gofal Cymdeithasol, yn enwedig ei gweithdrefnau diogelu. • profiad o waith uniongyrchol gydag amrywiol asiantaethau, gwasanaethau ac adrannau proffesiynol; • Dealltwriaeth o'r materion allweddol sy'n effeithio ar fywydau Plant mewn gofal • Dealldwriaeth o'r system maethu. • Gwybodaeth a dealldwriaeth hawliau plant 	
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	Parodrwydd i ymgymryd â rhaglen berthnasol o Ddatblygiad Proffesiynol Parhaus yn ôl yr angen	

Dymunol	
Cymwysterau / Hyfforddiant	<ul style="list-style-type: none"> • Sgiliau TGCh da; • Gwybodaeth a dealltwriaeth o'r gwahanol fentrau hyfforddi a allai fod o fudd i staff yr ysgol ac eraill sy'n gweithio gyda grwpiau sy'n agored i niwed
Sgiliau Ymarferol / Personol	

Job Description

Post Name	Child Protection and Safeguarding Support Officer
Service	Porth Gofal
Grade	7
Spinal Point/s	12-16
Salary	£27,711- £29,572 pro rata
Job Purpose	To provide support for the Nominated Child Protection Officer for School Services, in order to enhance and develop the support available for Schools and Children's Services.
Contractual Work Location/Base	Penmorfa, Aberaeron
Hours of Work	37 hours per week
Type of Contract	Full-time
Contract Duration	Fixed Term
Line Managers Job Title	Nominated Child Protection Officer
Supervisory/Managerial Responsibilities	Nicola Willis
Accountability	Taniya Jarrams
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 provide support to Schools and the Nominated Child Protection Officer for Schools Services with regards to Safeguarding related issues
- To ensure that School's comply with their statutory duties in relation to protecting children, by ensuring that all policies and procedures are in place, and audited annually.
- Promote the Schools' Service contribution to the local authority's edge of care support services
- Strengthen the effective implementation of safeguarding and care and support plans within the school context to help maintain children safely with their families and in school
- Assist in notifying schools of domestic related incidents received via Operation Encompass and to assist with Missing children notifications and help strengthen schools responses to such incidents as regards pupil support
- Help develop and promote the use of resources for school staff in relation to the safety and well- being of children at risk of harm and family breakdown
- To assist with training school staff on issues with regard to children's safeguarding and strengthening families and the role of schools
- To assist with promoting good practice in schools in relation to addressing current community safeguarding themes that can increase the risk of children entering care; county lines and exploitation in particular
- Be aware of policies and procedures relating to health, safety, confidentiality, data protection sharing all concerns with the relevant officer;

- Participate in training and other learning activities and professional development as necessary;
- Be an active and enthusiastic member of the Safeguarding Service and Learning Services teams.
- Ability to use initiative appropriately and be prepared to adopt a flexible approach.
- Maintain confidentiality and observe data protection and associated guidelines where appropriate.
- The ability to create and develop systems and share information as appropriate.
- The ability to work as a team member is essential

Job Evaluation Post Ref

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Person Specification

Essential		
Academic / Professional / Technical / Vocational Qualifications	Relevant Experience, Degree or above	
Welsh Linguistic Skills	Listening/Speaking: Level 5 Reading: Level 5 Writing: Level 4	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"> • Full driving license and vehicle access for business use; • excellent negotiation and communication skills; • the ability to work independently and as part of a team; • the ability to communicate effectively with parents and pupils. • the ability to work effectively with other professionals; • the ability to produce detailed reports and present to meetings; • the ability to self-evaluation • to be innovative, creative and flexible in your way of supporting vulnerable young people and parents and professionals 	
Required Experience	<ul style="list-style-type: none"> • experience and information about child protection procedures; • A clear experience and understanding of the relevant legislation, guidance and regulations relating to Safeguarding. • knowledge and understanding of the education system, • knowledge and understanding of the welfare and social care process agenda, paying particular attention to safeguarding. • experience of direct work with various agencies, services and professional departments; • An understanding of the key issues that affect the lives of Looked After Children today; • An understanding of the Fostering System; • information about the rights and rights of young people 	
Training/education required to be undertaken for the post/worked towards	A willingness to undertake a relevant programme of Continued Professional Development as required	

Desirable	
Qualifications / Training	<ul style="list-style-type: none"> • Good ICT skills; • Knowledge and understanding of the various training initiatives that may benefit school staff and others who work with vulnerable groups
Practical / Personal Skills	