

Disgrifiad Swydd

Teitl y Swydd	Cwnselydd dan hyfforddiant
Gwasanaeth	Gwasanaeth Ysgolion
Graddfa	6
Pwynt/iau Cyflog	7-10
Cyflog	£25,584 - £26,835 pro rata
Pwrpas y Swydd	<u>Diben Craidd:</u> - Gweithio fel aelod o'r Gwasanaeth Lles Meddyliol a'r Gwasanaeth Cwnsela yn yr Ysgol i ddarparu cefnogaeth i blant a phobl ifanc yn yr ysgol ar sail gwaith achos unigol trwy system apwyntiadau cyfrinachol a gwasanaeth galw heibio. - Datblygu sesiynau cwnsela grwpiau disgyblion fel rhan o'r ddarpariaeth a ddarperir gan y Gwasanaeth Cynhwysiant a Lles mewn meysydd allweddol. e.e. Straen Arholiadau - Cefnogi a chwnsela staff addysgu ar draws Ysgolion Ceredigion yn y Sector Cynradd ac Uwchradd yn ôl yr angen. - Cefnogi gwaith lles staff Hafan Ysgolion ar draws y 7 Ysgol Uwchradd a phersonél Uned Cyfeirio Disgyblion/Addysg Heblaw yn yr Ysgol trwy ddarparu hyfforddiant a gweithdai. - Cefnogi gwaith ehangach aelodau'r Tîm Cynhwysiant a Lles e.e. Peilot Gwasanaethau Iechyd Meddwl Plant a'r Glasoed mewngymorth ysgolion, yr Agenda Profiadau Niweidiol yn ystod Plentynod trwy weithio mewn partneriaeth a hyfforddiant.
Lleoliad	Safle: Penmorfa, Aberaeron Gweithio ar draws ysgolion yng Ngheredigion
Oriau Gwaith	22.2 awr yr wythnos
Math o Contract	Rhan-amser
Hyd y Contract	Cyfnod Penodedig
Teitl swydd y Rheolwr Llinell	Rheolwr Busnes Cwnsela Ysgolion
Cyfrifoldebau Goruchwylio/Rheoli	Dim
Atebolrwydd	Rheolwr Corfforaethol/ Rheolwr tîm lles meddyliol/ Rheolwr Busnes Cwnsela Ysgolion Mae'n ofynnol i ddeiliad y swydd weithio o fewn polisïau a chanllawiau Awdurdod Lleol Ceredigion ac o dan gyfarwyddyd y rheolwr
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	Cwnsela yn yr ysgol ond gall olygu rhywfaint o hyblygrwydd o ran anghenion y gwasanaeth a chyfyngiadau COVID-19 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	
- Darparu gwasanaeth cwnsela yn bennaf mewn lleoliad ysgol uwchradd, ond hefyd yn cynnwys ysgolion cynradd clwstwr o Flwyddyn 6. - I ddarparu gwasanaeth cwnsela i'r Uned Cyfeirio Disgyblion/ Lleoliadau Addysg Heblaw yn yr Ysgol. - Datblygu sesiynau cwnsela grŵp ar draws Ysgolion Uwchradd ar draws yr Awdurdod Lleol fel rhan o'r Ddarpariaeth Cynhwysiant. - Sefydlu cyswllt effeithiol â staff yr ysgol, o ran atgyfeirio myfyrwyr mewn perthynas â materion iechyd meddwl a chwnsela a chefnogi staff ysgolion yn eu rôl fugeiliol. - Hyrwyddo'r gwasanaeth cwnsela gan ddefnyddio ystod o strategaethau gan gynnwys arddangosfeydd, taflenni, TGCh a sgysiau / cyflwyniadau grŵp. - Sefydlu, cynnal a monitro systemau gweinyddol addas o ran atgyfeirio myfyrwyr a darparu adroddiadau bob tymor o ddata meintiol, sydd hefyd yn adolygu ac yn gwerthuso. - Cysylltu ag asiantaethau allanol priodol a chydlynu gweithgareddau cysylltiedig yn yr ysgol. - Er mwyn sicrhau y cedwir at God Moeseg ac Ymarfer Cymdeithas Cwnsela a Seicotherapi Prydain. - Hyrwyddo ymwybyddiaeth o faterion personol, emosiynol ac o ran perthynas ymhlith staff a myfyrwyr, trwy arddangosfeydd a hysbysfyrddau ledled yr ysgol. - Cyhoeddi a dosbarthu cylchlythyrau sy'n ymwneud â'r materion hyn yn ôl yr angen. Hysbysebu digwyddiadau cenedlaethol a lleol i staff a myfyrwyr ynghylch materion iechyd a lles emosiynol. - Ymgysylltu â goruchwyliaeth allanol yn rheolaidd yn unol â chanllawiau Cymdeithas Cwnsela a Seicotherapi Prydain ac fel y cytunwyd gyda'r rheolwr llinell. Cyfrannu at hunanwerthusiad blynyddol y gwasanaeth a chwarae rhan weithredol wrth nodi a gweithredu unrhyw welliannau angenrheidiol. - Mynychu cynadleddau, cyrsiau a gweithdai i ddiweddarau a datblygu arbenigedd cwnsela. - Cymryd cyfrifoldeb am iechyd a diogelwch, cyfle cyfartal a diogelu data o fewn cwmpas y swydd. - Ymgymryd ag unrhyw gyfrifoldebau ychwanegol sy'n gymesur â'r radd a'r cyflog, a ystyrir yn briodol gan Reolwr neu Bennaeth y Gwasanaeth.	
Cyfeirnod at Ddibenion Gwerthuso Swyddi	JD 1823

Manyleb Person

Gofynnol		
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	Byddwch yn astudio tuag at un o'r proffesiynau hyn ar y lefelau canlynol: - Diploma mewn Cwnsela (Lefel 4 neu uwch). Os ydych yn eich blwyddyn gyntaf byddwch wedi cwblhau Cwrs Tystysgrif mewn Cwnsela blwyddyn academaidd lawn neu'r hyn sy'n cyfateb i 9 - 12 mis. - Gradd, MSc neu MA mewn Cwnsela, Cwnsela Seicoleg neu Seicotherapi - os ydych yn eich blwyddyn gyntaf bydd gennych brofiad perthnasol o waith uniongyrchol gyda phlant. Aelod o BACP neu gyfwerth	
Sgiliau Ieithyddol Saesneg	Gwrando/Siarad: Lefel 5 Darllen: Lefel 5 Ysgrifennu: Lefel 5	Rhaid cwrdd â'r sgiliau ieithyddol Saesneg a nodwyd ar apwyntiad.
Sgiliau Ieithyddol Cymraeg	Gwrando/Siarad: Lefel 5 Darllen: Lefel 4 Ysgrifennu: Lefel 4	Rhaid cwrdd â'r sgiliau ieithyddol Cymraeg a nodwyd ar apwyntiad
Sgiliau Ymarferol / Personol	- Sgiliau cyfathrebu da, yn ysgrifenedig ac ar lafar - Ymrwymo i'r cysyniad o addysg gynhwysol a disgwyliadau a chyflawniadau uchel i'r holl ddisgyblion - Yn gallu gweithio'n dda o dan bwysau, defnyddio crebwyll meddylgar a dangos sensitifrwydd - Yn gallu cynnal cyfrinachedd sy'n briodol i'r lleoliad - Yn gallu cynnal cofnodion priodol a chywir a chynhyrchu adroddiadau yn ôl yr angen – fel rhan o werthuso'r gwasanaeth gan gynnwys paratoi data statudol ar gyfer Llywodraeth Cymru. - Dealltwriaeth o, a gallu i weithio o fewn, Fframwaith Moesegol Cymdeithas Cwnsela a Seicotherapi Prydain ar gyfer Arfer Da mewn Cwnsela - Gwybodaeth drylwyr o weithdrefnau Amddiffyn a Diogelu Plant - Y gallu i addasu ac ymateb i anghenion sy'n newid - Dull gofalgar a sensitif o weithredu - Gallu profedig i aros yn ddigynnwrf o dan bwysau	
Profiad Hanfodol	- Mae'n rhaid hyfforddiant cwnsela gael neu fod wedi bod ag, elfen therapiwtig a datblygiad personol yn hytrach na bod yn gwbl ddamcaniaethol neu ymchwil (fel gyda chysiau Dysgu o ar-lein). Mae enghreifftiau o hyn yn cynnwys: chwarae rôl, gwaith creadigol gyda chelf, technegau TRIAD. - Dealltwriaeth o nodweddion perthynas therapiwtig â phlentyn, yn ddelfrydol gyda phrofiad neu wybodaeth am ddulliau dyneiddiol neu seicodynamig. - Dealltwriaeth o, a gallu i weithio o fewn, Fframwaith Moesegol Cymdeithas Cwnsela a Seicotherapi Prydain ar gyfer Arfer Da mewn Cwnsela	

	- Gwybodaeth drylwyr o weithdrefnau Amddiffyn a Diogelu Plant - Ymwybyddiaeth o ofynion y Ddeddf Cydraddoldeb, y Ddeddf Diogelu Data a'r Ddeddf Rhyddid Gwybodaeth fel y'u gweithredir i'r rôl gwnsela - Yn gyfarwydd â Chod Ymarfer AAA Cymru 2002 a'r nodau o amgylch Bil Tribiwnlys Addysg Anghenion Dysgu Ychwanegol 2016. - Hyddysg mewn TGCh - Yn gallu cynnal cyfrinachedd sy'n briodol i'r lleoliad a rhoi sylw a dealltwriaeth briodol o weithdrefnau Amddiffyn Plant - Dealltwriaeth dda o'r llwybrau atgyfeirio at Wasanaethau Iechyd Meddwl Arbenigol Plant a'r Glasoed - Yn gallu cyfathrebu trwy gyfrwng Cymraeg
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	Aelod o Chymdeithas Cwnsela a Seicotherapi Prydain

Dymunol	
Cymwysterau / Hyfforddiant	
Sgiliau Ymarferol / Personol	- Sgiliau cyfathrebu da sgiliau rhyngbersonol a chyflwyno, yn ysgrifenedig ac ar lafar - Ymrwymo i'r cysyniad o addysg gynhwysol a disgwyliadau a chyflawniadau uchel i'r holl ddisgyblion - Yn gallu gweithio'n dda o dan bwysau, defnyddio crebwyll meddylgar a dangos sensitifrwydd - Yn gallu cynnal cyfrinachedd sy'n briodol i'r lleoliad - Yn gallu cynnal cofnodion priodol a chywir a chynhyrchu adroddiadau yn ôl yr angen – fel rhan o werthuso'r gwasanaeth gan gynnwys paratoi data statudol ar gyfer Llywodraeth Cymru. - Achrediad gyda Chymdeithas Cwnsela a Seicotherapi Prydain neu Gyngor Seicotherapi y Deyrnas Unedig neu gyfwerth - Ymwybyddiaeth o ofynion y Ddeddf Cydraddoldeb, y Ddeddf Diogelu Data a'r Ddeddf Rhyddid Gwybodaeth fel y'u gweithredir i'r rôl gwnsela - Yn gyfarwydd â Chod Ymarfer AAA Cymru 2002 a'r nodau o amgylch Bil Tribiwnlys Addysg Anghenion Dysgu Ychwanegol 2016. - Hyddysg mewn TGCh - Yn gallu cyfathrebu trwy gyfrwng Cymraeg

Job Description

Post Name	Trainee Counsellor
Service	Schools' Service
Grade	6
Spinal Point/s	7-10
Salary	£25,584 - £26,835 pro rata
Job Purpose	<u>Core Purpose:</u> - To work as a member of the School Based Counselling Service to provide support to school based children and young people on an individual casework basis through a confidential appointments system and drop-in service. - To develop pupil group counselling sessions as part of the provision provided by the Inclusion and Wellbeing Service in key areas. e.g. Exam Stress - To support and counsel teaching staff across Ceredigion Schools in the Primary and Secondary Sector as the need arises. - To support the wellbeing work of School Hafan staff across the 7 Secondary Schools and PRU/EOTAS personnel via the delivery of training and workshops. To support the wider work of members of the Inclusion and Wellbeing Team e.g. Schools in-reach CAMHS Pilot, the ACES Agenda via partnership working and training.
Location	Base: Penmorfa, Aberaeron Working across schools in Ceredigion
Hours of Work	22.2 hrs a week
Type of Contract	Part-time
Contract Duration	Fixed Term
Line Managers Job Title	School Counselling Business Manager
Supervisory/Managerial Responsibilities	None
Accountability	Corporate Manager/ Team manager mental wellbeing/School Counselling Business Manager Post holder is required to work within policies and guidance of Ceredigion LA and under the direction of the manager
Contractual Terms Associated with the Post	School based counselling but may entail some flexibility around needs of the service and COVID-19 restrictions 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 a counselling service primarily in a secondary school setting, but also including cluster primary schools from Year 6.
- To provide a counselling service to the PRU/EOTAS Settings.
- To develop group counselling sessions across Secondary Schools across the LA as part of Inclusion Provision.
- To establish effective liaison with school staff, with regard to student referral in respect of mental health and counselling issues and to support school staff in their pastoral role.
- To establish, maintain and monitor appropriate administrative systems with regard to student referral and to provide termly reports of quantitative data which also review and evaluate.
- To liaise with appropriate external agencies and to co-ordinate associated activities in the school.
- To ensure that the BACP's Code of Ethics and Practice is adhered to.
- To promote awareness of personal, emotional and relationship issues amongst staff and students, through displays and notice boards throughout the school.
- To publicise and distribute circulars related to these issues when required. To publicise national and local events to staff and students regarding emotional health and wellbeing issues.
- To engage with external supervision on a regular basis in accordance with BACP guidelines and as agreed with the line manager.
- To contribute to the annual self -evaluation of the service and play an active role in identifying and implementing any necessary improvements.
- To attend conferences, courses and workshops to update and develop counselling expertise.
- To take responsibility for health and safety, equal opportunities and data protection within the scope of the post.
- To undertake any additional responsibilities commensurate with the grade and salary, which are considered appropriate by the Manager or Head of Service.
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Job Evaluation Post Ref

JD 1823

Person Specification

Essential			
Academic / Professional / Technical / Vocational Qualifications	You will be studying towards one of these professions at the following levels: - Diploma in Counselling (Level 4 or above). If you are in your first year you will have completed a full academic year Certificate Course in Counselling or the equivalent of 9 - 12 months. - Degree, MSc or MA in Counselling, Counselling Psychology or Psychotherapy - if you are in your first year you will have relevant experience of direct work with children.		
	Member of BACP or equivalent		
English Linguistic Skills	Listening/Speaking: Level 5 Reading: Level 5 Writing: Level 5		The English linguistic skills noted are required on appointment
Welsh Linguistic Skills	Listening/Speaking: Level 5 Reading: Level 4 Writing: Level 4		The Welsh linguistic skills noted are required on appointment
Practical and personal skills	- Good communication skills, both written and verbal - Be committed to the concept of inclusive education and high expectations and achievements for all pupils - Able to work well under pressure, exercise thoughtful judgement and display sensitivity - Able to maintain confidentiality appropriate to the setting - Able to maintain appropriate and accurate records and generate reports as required – as part of service evaluation including preparing statutory data for Welsh Government. - An understanding of, and ability to work within, the BACP Ethical Framework for Good Practice in Counselling - Knowledge of Child Protection and Safeguarding procedures - Ability to adapt and be responsive to changing needs - Caring and sensitive approach - Proven ability to remain calm under pressure		
Required Experience	- Counselling training must have, or have had, a therapeutic and personal development component rather than being purely theoretical or research based (as with Distance Learning courses). Examples of this include: role play, creative work with art, TRIAD techniques. - Preferably will have experience of working with children and young people aged 4 - 14. This experience could be gained through volunteering, caring for children as a parent or carer or through a background in a caring profession such as nursing, social work or as a health visitor. - Understanding of the characteristics of a therapeutic relationship with a child, ideally with experience or knowledge of humanistic or psychodynamic approaches. - An understanding of, and ability to work within, the BACP Ethical Framework for Good Practice in Counselling		

	• Knowledge of Child Protection and Safeguarding procedures • Awareness of requirements of the Equality Act, Data Protection Act and Freedom of Information Act as applied to the counselling role • Familiarity with the SEN Code of Practice for Wales 2002 and the aims around the ALNET Bill 2016. • ICT literate • Able to maintain confidentiality appropriate to the setting and have due regard and understanding of Child Protection procedures • Good understanding of the referral pathways to Specialist CAMHS • Able to communicate through the medium of Welsh
Training/education required to be undertaken for the post/worked towards	• Member of recognized governing body such as the BACP or equivalent.

Desirable	
Qualifications / Training	
Practical / Personal Skills	• Good communication skills interpersonal and presentation skills, both written and verbal • Be committed to the concept of inclusive education and high expectations and achievements for all pupils • Able to work well under pressure, exercise thoughtful judgement and display sensitivity Able to maintain confidentiality appropriate to the setting • Able to maintain appropriate and accurate records and generate data as required – as part of service evaluation including preparing statutory data for Welsh Government. • Awareness of requirements of the Equality Act, Data Protection Act and Freedom of Information Act as applied to the counselling role • Familiarity with the SEN Code of Practice for Wales 2002 and the aims around the ALNET Bill 2016. • ICT literate • Able to communicate through the medium of Welsh