

Disgrifiad Swydd

Teitl y Swydd	Goruchwyliwr Amser Cinio
Cyfeirnod at Ddibenion Gwerthuso Swyddi	
Maes Gwasanaeth	Ysgolion
Graddfa SCP a Chyflog (yn amodol ar Werthuso Swyddi)	Gradd 2, SCP 2, £23,656 pro-rata
Diben y Swydd	Gorchwilio disgyblion i sicrhau eu diogelwch o fewn adeilad yr ysgol ac ar dir yr ysgol.
Lleoliad	Ysgol Uwchradd Aberteifi
Oriau Gwaith	Llun – Gwener, 12:25 – 13:25, amser tymor yn unig
Math o Contract	Parhaol
Hyd y Contract	
Teitl swydd y Rheolwr Llinell Uniongyrchol	Rheolwr Busnes
Cyfrifoldebau Goruchwilio / Rheoli – os ydyw’n berthnasol	
Dyletswyddau a chyfrifoldebau	- Gorchwilio disgyblion i sicrhau eu diogelwch o fewn adeilad yr ysgol ac ar dir yr ysgol - Recordio unrhyw ddamwain, anaf neu ymddygiad anerbyniol i aelodau o staff ar ddyletswydd neu i aelod o’r Uwch Dim Arwain - Sicrhau bod unrhyw ddamwain, anaf neu ymddygiad anerbyniol yn cael ei adrodd i’r aelod o staff ar ddyletswydd neu aelod o’r Uwch Dim Arwain - Sicrhau bod disgyblion yn dilyn rheolau ysgol a rheolau’r iard gan dynnu eu sylw at reolau’r ysgol o gwmpas yr adeilad - Sicrhau nid oes unrhywun heb ganiatad i fod ar iard yr ysgol yn cael mynediad
Atebolrwydd	

Manyleb Person

Y cymwysterau academaidd/proffesiynol/technegol/galwedigaethol (gan gynnwys Lefel y cymwysterau sy'n ofynnol ar gyfer y swydd	Dim			
Lefel y sgiliau ieithyddol sy'n ofynnol ar gyfer y swydd (Gweler y canllawiau iaith a'r ceri net)	Gweler y tabl isod.			
	Gwrandol/ Siarad	Darllen	Ysgrifennu	
Saesneg (Lefelau Fframwaith ALTE)	4	4	4	Hanfodol
Cymraeg (Lefelau Fframwaith ALTE)	3	2	2	Dymunol
Sgiliau ymarferol/personol sy'n ofynnol ar gyfer y swydd	Y gallu i ddod ymlaen gyda phlant a phobl ifanc. Hyder			
Profiad sy'n ofynnol ar gyfer y swydd	Dim			
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd				
Sgiliau/cymwysterau dymunol	- Sgiliau da o ran cyfathrebu a bod yn aelod o dîm - Profiad o weithio gyda phlant o'r oedran perthnasol - Y gallu i weithio'n effeithiol mewn tîm - Y gallu i siarad Cymraeg			

Job Description

Post Name	Lunchtime Supervisor
Job Evaluation Post No	
Service Area	Schools
Grade SCP and salary – subject to Job Evaluation	Grade 2, SCP 2, £23,656 pro-rata
Job Purpose	Supervise pupils to ensure safety within the school buildings and in the school grounds.
Location	Ysgol Uwchradd Aberteifi
Hours of Work	Monday – Friday, 12:25 – 13:25, term time only
Type of Contract	Permanent
Length of Contract	
Immediate Line Managers job title	Business Manager
Supervisory/Managerial responsibilities – if applicable	
Duties and responsibilities	• Supervise pupils to ensure safety within the school buildings and in the school grounds • Report any accident or incident of bad behaviour to duty staff or a member of the senior leadership team • Reinforce school rules with pupils and seek support from duty staff if needed • During inclement weather, supervise pupils in the designated areas • Follow school safeguarding protocols and procedures
Accountability	

Person Specification

The Academic / professional / Technical / vocational qualifications (including qualification Level) required for the post	None			
Linguistic skills level required for the post (Please refer to guidance on certification)	See table below.			
	Listening/ Speaking	Reading	Writing	
English (ALTE Framework Levels)	4	4	4	Essential
Welsh (ALTE Framework Levels)	3	2	2	Desirable
Practical/personal skills required for the post	The ability to get along with children and young people. Confidence.			
Experience required for the post	None			
Training/education required to be undertaken for the post/worked towards				
Desirable Skills/Qualifications	• Good communication and Team Member skills • Able to work effectively as part of a team • Experience of working with children of relevant age • The ability to speak Welsh			