

Disgrifiad Swydd

Teitl y Swydd: Swyddog Cynhwysiant Addysg

Gradd Cyflog: Gradd 9

Prif Bwrpas y Swydd:

Sicrhau bod yr awdurdod yn cadw at eu cyfrifoldebau statudol o ran plant a addysgir yn y cartref a materion cysylltiedig.

Tasgau a Chyfrifoldebau Allweddol:

- Cysylltu ac ymweld â theuluoedd sydd wedi dewis addysgu gartref i weld pa addysg sy'n cael ei darparu a bod gan ddysgwyr gyswllt cymdeithasol priodol â'u cyfoedion.
- Yn dilyn ymweliadau cartref, ysgrifennu adroddiadau a'u rhannu gyda'r Swyddog Arweiniol ar gyfer Addysg Ddyfodolol a rhieni/gofalwyr.
- Herio a chael sgysiau anodd gyda rhieni pan geisir nad yw addysg yn addas.
- Darparu cefnogaeth i deuluoedd i amlygu lle mae adnoddau a allai fod o fudd i'r dysgwr a darparu cysylltiadau â rhwydweithiau cefnogol.
- Trefnu a chadeirio cyfarfodydd gyda rhieni, dysgwyr a gweithwyr proffesiynol eraill pan fo angen.
- Cysylltu â'r Swyddog Arweiniol Addysg Ddyfodolol ac ysgolion lle bo'n briodol i gefnogi dychweliad dysgwyr Addysg Ddyfodolol i ysgolion os ydynt yn dymuno dychwelyd i addysg brif ffrwd.

Gwiriad Gwasanaeth Datgelu a Gwahardd*: DBS Enhanced Child

Cofrestriad/Aelodaeth Broffesiynol Hanfodol: Not Applicable

Manyleb Person

Gofynion Hanfodol

Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol Hanfodol:

Gradd neu gymhwyster cyfatebol mewn maes penodol mewn perthynas ag Addysg. Rhaid i ddeiliad y swydd feddu ar wybodaeth a sgiliau uwch/lefel uchel mewn disgyblaeth arbenigol.

Profiad Hanfodol:

Profiad o weithio gyda phlant a theuluoedd

- Profiad o gadw cofnodion ac ysgrifennu adroddiadau cryno a chywir
- Profiad o weithio mewn tîm

Sgiliau ymarferol/personol hanfodol:

- Medru gweithio ar ben eich hun a blaenoriaethu baich gwaith
- Parodrwydd i herio ysgolion yng nghyswllt gweithredu arfer dda
- Parodrwydd i herio rieni/gofalwyr lle nad oes llawer o dystiolaeth bod teulu'n ymgymryd ag Addysg cartref a'u hatgoffa o'u cyfrifoldebau
- Parodrwydd i herio agweddau a all effeithio ar hawl y plentyn i addysg gyflawn ac effeithiol a defnyddio ymyrraeth gyfreithiol, os oes angen
- Medru gweithio yn effeithiol o fewn cyd-destun amlasiantaethol os oes angen
- Sgiliau cyfathrebu ardderchog, yn llafar ac yn ysgrifenedig
- Sgiliau TG da.

Sgiliau Iaith Saesneg:

Gwrando a Siarad:

- **Lefel 5:** Medru cyfrannu'n rhugl a hyderus yng nghyswllt pob agwedd ar y gwaith beunyddiol, gan gynnwys trafod a chynghori ar faterion technegol, arbenigol neu sensitif.

Sgiliau Darllen

- **Lefel 5:** Gallu deall adroddiadau, dogfennau ac erthyglau y mae'n debygol o ddod ar eu traws yn ystod y gwaith, gan gynnwys cysyniadau cymhleth wedi'u mynegi yn nhermau astrus..

Sgiliau Ysgrifennu

- **Lefel 4:** Medru llunio gohebiaeth fusnes, adroddiadau byr, negeseuon e-bost a llenyddiaeth hysbysrwydd gyda chymorth golygyddol.

Sgiliau Iaith Gymraeg:

Gwrando a Siarad:

- **Lefel 5:** Medru cyfrannu'n rhugl a hyderus yng nghyswllt pob agwedd ar y gwaith beunyddiol, gan gynnwys trafod a chynghori ar faterion technegol, arbenigol neu sensitif.

Sgiliau Darllen

- **Lefel 5:** Gallu deall adroddiadau, dogfennau ac erthyglau y mae'n debygol o ddod ar eu traws yn ystod y gwaith, gan gynnwys cysyniadau cymhleth wedi'u mynegi yn nhermau astrus..

Sgiliau Ysgrifennu

- **Lefel 4:** Medru llunio gohebiaeth fusnes, adroddiadau byr, negeseuon e-bost a llenyddiaeth hysbysrwydd gyda chymorth golygyddol.

Gofynion Dymunol

Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol Dymunol:

- Dealltwriaeth fanwl o gyfraith addysg yng nghyswllt plant a addysgir yn y cartref a materion cysylltiedig
- Amddiffyn Plant Lefel 2

Profiad Dymunol:

Sgiliau ymarferol/personol dymunol:

Job Description

Job Title: Education Inclusion Officer

Pay Grade: Grade 9

Main Purpose of the Job:

To ensure that the authority adhere to their statutory responsibilities with regard to home education and related matters.

Key Tasks & Responsibilities:

- To liaise and undertake home visits to families who have elected to home educate to ascertain what education is being delivered and that learners have appropriate social contact with their peers.
- Following home visits write reports and share these with Lead Officer for EHE and parents/carers.
- To challenge and have difficult conversations with parents when education is sought to be unsuitable.
- To provide support to families to highlight where there are resources that may benefit the learner and provide links to supportive networks.
- To arrange and chair meetings with parents, learners and other professionals when required
- To liaise with Lead Officer EHE and schools where appropriate to support the return of EHE learners to schools should they wish to return to mainstream education.

Disclosure & Barring Service Check*: DBS Enhanced Child

Essential Professional Registration / Membership: Not Applicable

Person Specification

Essential Requirements

Essential Academic / Professional / Technical / Vocational Qualifications:

A degree or equivalent in specific area in relation to Education.

The post holder must possess an advanced / high level of knowledge and skills in a specialist discipline.

Essential experience:

- Experience of working with children and families
- Experience of record keeping and writing concise and accurate reports
- Experience of working within a team setting

Essential practical/personal skills:

- Ability to work on own initiative and prioritise workload
- Willingness to challenge schools with regard to the implementation of good practice
- Willingness to challenge parents/carers where there is little evidence of a family undertaking Home Education and reminding them of their responsibilities
- Willingness to challenge attitudes that may compromise a child's right to a full and efficient education and to apply legal interventions if necessary
- Ability to work effectively within a multiagency context if required
- Excellent communication skills, both verbal and written
- Good IT skills

English Language Skills:

Listening & Speaking

- **Level 5:** Can contribute fluently and confidently in relation to all aspects of day-to-day work, including discussing and advising upon technical, specialist or sensitive matters.

Reading Skills

- **Level 5:** Can understand reports, documents and articles he/she is likely to read during his/her work, including complicated concepts expressed in abstruse terms.

Writing Skills

- **Level 4:** Can write business correspondence, short reports, e-mail messages and information literature with editorial assistance.

Welsh Language Skills:

Listening & Speaking

- **Level 5:** Can contribute fluently and confidently in relation to all aspects of day-to-day work, including discussing and advising upon technical, specialist or sensitive matters.

Reading Skills

- **Level 5:** Can understand reports, documents and articles he/she is likely to read during his/her work, including complicated concepts expressed in abstruse terms.

Writing Skills

- **Level 4:** Can write business correspondence, short reports, e-mail messages and information literature with editorial assistance.

Desirable Requirements

Desirable Academic / Professional / Technical / Vocational Qualifications:

- Basic understanding of the statutory nature of elective home education work and other related statutory obligations
- Basic knowledge of child protection procedures

Desirable experience:

Desirable practical/personal skills: