

Disgrifiad Swydd

Teitl y Swydd	Cynorthwy-ydd Cyflenwi
Graddfa SCP a Chyflog	Cymorth a Darparu Dysgu Lefel 3 Gradd 6 Pwyntiau Graddfa 7-10: £25,584 - £26,835 pro rata
Diben y Swydd	Bydd y Cynorthwy-ydd Cyflenwi yn cyflenwi yn absenoldeb athrawon drwy oruchwylio disgyblion sy'n gwneud gwaith a osodir gan yr athro ymlaen llaw; gallai hyn gynnwys gwersi sy'n gofyn am wybodaeth fanwl ac arbenigol mewn meysydd penodol a rheoli staff a rheoli/paratoi adnoddau. Y prif ffocws fydd cynnal trefn dda a chadw disgyblion ar dasg fel eu bod yn cyflawni'r amcanion fel yr amlinellir yn y cynllun(au) gwersi. Bydd angen i'r Cynorthwy-ydd Cyflenwi ymateb i gwestiynau a chynorthwyo disgyblion yn gyffredinol i ymgymryd â gweithgareddau penodol. Bydd y Cynorthwy-ydd Cyflenwi yn goruchwylio ac yn darparu cymorth penodol i ddisgyblion, gan gynnwys y rhai ag anghenion arbennig, gan sicrhau eu diogelwch a'u mynediad at weithgareddau dysgu.
Lleoliad	Ysgol Uwchradd Aberteifi
Oriau Gwaith	Yn ystod y tymor yn unig 35 awr yr wythnos - o ddydd Llun i ddydd Gwener.
Math o Gontract	Parhaol
Teitl swydd y Rheolwr Llinell Uniongyrchol	Rheolwr Busnes
Cyfrifoldebau Goruchwylio / Rheoli – os ydyw'n berthnasol	
Dyletswyddau a chyfrifoldebau	<u>Cwmpasu gwersi</u> - Sicrhau bod y gwaith a osodir gan yr athro yn cael ei wneud yn unol â pholisi a strategaeth addysgu a dysgu'r ysgol. - Gwiriwch fod gan ddisgyblion offer a deunyddiau priodol i'w galluogi i gwblhau'r tasgau a osodwyd ac ateb cwestiynau disgyblion am brosesau a gweithdrefnau. - Cefnogi disgwyliadau o ymddygiad disgyblion yn yr ystafell ddosbarth, sicrhau safonau disgyblaeth briodol a

	sicrhau bod polisi rheoli ymddygiad yr ysgol yn cael ei ddilyn. • Delio ag unrhyw argyfyngau neu broblemau sy'n digwydd, yn unol â pholisïau a gweithdrefnau'r ysgol. • Sicrhau bod y gwaith gorffenedig yn cael ei gasglu ar ddiwedd y wers a'i ddychwelyd at yr athro. • Adrodd i'r athro neu'r Pennaeth Blwyddyn ar ôl y wers, yn unol â gweithdrefnau atgyfeirio cytunedig yr ysgol ar unrhyw faterion sy'n codi, gan gynnwys ymddygiad disgyblion. • Ymgymryd â thasgau gweinyddol fel y cyfarwyddir gan y Pennaeth Cynorthwyol / uwch staff. • Sefydlu perthynas waith gynhyrchiol gyda disgyblion, gan weithredu fel model rôl a gosod disgwyliadau uchel. • Hyrwyddo cynhwysiant a derbyniad pob disgybl. • Cefnogi disgyblion yn gyson wrth gydnabod ac ymateb i'w hanghenion unigol. • Gosod disgwyliadau heriol a heriol a hyrwyddo hunan-barch ac annibyniaeth. • Herio ac ysgogi disgyblion, hyrwyddo ac atgyfnerthu hunan-barch. • Annog disgyblion i ryngweithio a chydweithio'n gydweithredol ag eraill ac ennyn diddordeb pob disgybl mewn gweithgareddau. • Hyrwyddo annibyniaeth a defnyddio strategaethau i gydnabod a gwobrwyo cyflawniad hunanddibyniaeth. • Annog disgyblion i weithredu'n annibynnol fel y bo'n briodol. • Rhoi adborth i ddisgyblion mewn perthynas â chynnydd a chyflawniad. • Gweithio gyda'r athrawon wrth gynllunio gwersi, gwerthuso ac addasu gwersi/cynlluniau gwaith fel y bo'n briodol. • Monitro a gwerthuso ymatebion disgyblion i weithgareddau dysgu drwy arsylwi a chofnodi cyflawniad yn erbyn amcanion dysgu a bennwyd ymlaen llaw. • Bod yn gyfrifol am gadw a diweddarau cofnodion fel y cytunwyd gyda'r athro, gan gyfrannu at adolygiadau o systemau/cofnodion yn ôl y gofyn. • Ymgymryd â marcio gwaith disgyblion pan fo angen a chofnodi cyflawniad / cynnydd yn gywir. • Hyrwyddo gwerthoedd, agweddau cadarnhaol ac ymddygiad da disgyblion, gan ymdrin yn brydlon â gwrthdaro a digwyddiadau yn unol â pholisi sefydledig ac
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	annog disgyblion i gymryd cyfrifoldeb am eu hymddygiad eu hunain. • Cysylltu'n sensitif ac yn effeithiol â rhieni/gofalwyr fel y cytunwyd gyda'r athro yn eich rôl/cyfrifoldeb a chymryd rhan mewn sesiynau/cyfarfodydd adborth gyda rhieni, neu fel y cyfarwyddir. • Gweithredu strategaethau dysgu lleol a chenedlaethol e.e. llythrennedd, rhifedd, a gwneud defnydd effeithiol o gyfleoedd a ddarperir gan weithgareddau dysgu eraill i gefnogi datblygiad sgiliau perthnasol. • Bod yn ymwybodol o, a chefnogi gwahaniaeth a sicrhau bod gan bob disgybl fynediad cyfartal i gyfleoedd i ddysgu a datblygu. • Cyfrannu at ethos cyffredinol / gwaith/amcanion yr ysgol. • Rhoi gwybod am arwyddion cynnar sy'n ymwneud ag amddiffyn plant, bwllo a/neu ymddygiad aflonyddgar. <u>Dyletswyddau ychwanegol</u> • Cynorthwyo i weithredu'r ysgol yn effeithlon yn gyffredinol, gan gynnwys darparu yswiriant i staff cymorth eraill lle bo angen ac yn unol â chyfarwyddyd uwch staff. • Darparu gwasanaethau reprograffig i staff addysgu a chefnogi yn ôl yr angen. • Mynychu cyfarfodydd hyfforddi staff, cymryd rhan mewn trefniadau rheoli perfformiad ac ymgymryd â hyfforddiant a datblygiad yn ôl yr angen. • Goruchwyllo arholiadau mewnol ac allanol pan fo angen. <u>Dyletswyddau Cyffredinol</u> • Cynnal cyfrinachedd bob amser mewn perthynas â materion yn ymwneud â'r ysgol ac i atal datgelu gwybodaeth gyfrinachol neu sensitif. • Ymarfer a hyrwyddo triniaeth deg a chyfartal o'r holl staff, rhieni a disgyblion drwy gydol y broses o gyflawni'r holl ddyletswyddau a gynhwysir yn y disgrifiad swydd hwn. • Ymgymryd ag unrhyw ddyletswyddau eraill o lefel a chyfrifoldebau tebyg a all fod yn ofynnol o bryd i'w gilydd gan y Pennaeth neu'r Dirprwy neu'r Pennaeth Cynorthwyol. • Bod yn ymwybodol o'r canllawiau a nodir yn y Ddeddf Iechyd a Diogelwch yn y Gwaith, gofynion Polisi Iechyd a
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	Diogelwch y corff llywodraethu a'r gweithdrefnau drilio tân. Bod yn gyfrifol am ddiogelu a hyrwyddo lles pob plentyn.
Atebolrwydd	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.

Manyleb Person

Y cymwysterau academaidd/proffesiynol/technegol/galwedigaethol (gan gynnwys Lefel y cymwysterau) sy'n ofynnol ar gyfer y swydd	Cymwysterau NVQ Lefel 3 neu gymhwyster neu brofiad cyfatebol mewn disgyblaeth berthnasol. Sgiliau rhifedd/llythrennedd rhagorol.			
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)	5	5	5	Hanfodol
Cymraeg (Lefelau Fframwaith ALTE)	5	5	5	Ddymunol lawn
Sgiliau ymarferol/personol sy'n ofynnol ar gyfer y swydd	- Defnyddio pecynnau TGCh arbenigol yn effeithiol. - Defnyddio offer/adnoddau arbenigol. - Y gallu i gysylltu'n dda â phlant ac oedolion. - Y gallu i weithio'n adeiladol ac yn hyblyg fel rhan o dîm, gan ddeall rolau a chyfrifoldebau'r ysgol a'ch sefyllfa eich hun o fewn y rhain. - Y gallu i hunanwerthuso anghenion dysgu a mynd ati i chwilio am gyfleoedd dysgu.			
Profiad sy'n ofynnol ar gyfer y swydd	Profiad o weithio mewn amgylchedd Swyddfa.			
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd				
Sgiliau/cymwysterau dymunol				

Job Description

Post Name	Cover Assistant
Grade SCP and salary –	Support and Delivering Learning Level 3 Grade 6 Scale Points 7-10: £25,584 - £26,835 pro rata
Job Purpose	The Cover Assistant will be required to cover in the absence of a teacher by supervising pupils who are carrying out work set by the teacher in advance; this could include lessons requiring detailed and specialist knowledge in particular areas and the management of staff and the management/preparation of resources. The primary focus will be to maintain good order and to keep pupils on task so that they achieve the objectives as outlined in the lesson plan(s). The Cover Assistant will need to respond to questions and generally assist pupils to undertake set activities. The Cover Assistant will supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
Location	Ysgol Uwchradd Aberteifi
Hours of Work	Term time only - 35 hours - Monday to Friday.
Type of Contract	Permanent
Immediate Line Managers job title	Business Manager
Supervisory/Managerial responsibilities – if applicable	
Duties and responsibilities	<u>Covering lessons</u> • Ensure that the work set by the teacher is carried out in accordance with the school's teaching and learning policy and strategy. • Check that pupils have appropriate equipment and materials to enable them to complete the tasks set and answer pupils' questions about process and procedures. • Support expectations of pupil behaviour in the classroom, securing appropriate standards of discipline and ensuring that the school's behaviour management policy is adhered to.

	• Deal with any emergencies or problems that occur, in line with the school's policies and procedures. • Ensure that completed work is collected at the end of the lesson and returned to the teacher. • Report to the teacher or Head of Year after the lesson, in accordance with the school's agreed referral procedures on any issues arising, including the behaviour of pupils. • Undertake administrative tasks as directed by the Assistant Headteacher/ senior staff. • To establish productive working relationships with pupils, acting as a role model and setting high expectations. • To promote the inclusion and acceptance of all pupils. • To support pupils consistently whilst recognising and responding to their individual needs. • To set challenging and demanding expectations and promote self-esteem and independence. • To challenge and motivate pupils, promote and reinforce self-esteem. • To encourage pupils to interact and work co-operatively with others and engage all pupils in activities. • To promote independence and employ strategies to recognise and reward achievement of self-reliance. • To encourage pupils to act independently as appropriate. • To provide feedback to pupils in relation to progress and achievement. • To work with the teachers in lesson planning, evaluating and adjusting lessons/work plans as appropriate. • To monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives. • To be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested. • To undertake marking of pupils' work when required and accurately record achievement/progress. • To promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour. • To liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents, or as directed. • To implement local and national learning strategies e.g. literacy, numeracy, and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
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	• To be aware of, and support difference and ensure all pupils have equal access to opportunities to learn and develop. • To contribute to the overall ethos/work/aims of the school. • To report early signs related to child protection, bullying and/or disruptive behaviour. <u>Additional duties</u> • Assist in the general efficient operation of the school, including providing cover for other support staff where necessary and as directed by senior staff. • Provide reprographic services to teaching and support staff as required. • Attend staff training meetings, participate in performance management arrangements and undertake training and development as required. • Invigilate internal and external examinations when required <u>General Duties</u> • To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information. • To practice and promote fair and equal treatment of all staff, parents and pupils throughout the course of performing all duties contained within this job description. • To undertake any other duties of a similar level and responsibilities as may be required from time to time by the Headteacher or Deputy or the Assistant Headteacher. • To be aware of the guidelines as laid out in the Health and Safety at Work Act, the Health and Safety Policy requirements of the governing body and fire drill procedures. • To be responsible for the safe-guarding and promoting the welfare of all children.
Accountability	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.

Person Specification

The Academic / professional / Technical / vocational qualifications (including qualification Level) required for the post	NVQ Level 3 or equivalent qualification or experience in relevant discipline. Excellent numeracy/literacy skills.			
Linguistic skills level required for the post (Please refer to guidance on ceri net)	See table below.			
	Listening/ Speaking	Reading	Writing	
English (ALTE Framework Levels)	5	5	5	Essential
Welsh (ALTE Framework Levels)	5	5	5	Highly Desirable
Practical/personal skills required for the post	• Effective use of specialist ICT packages. • Use specialized tools/resources. • Ability to connect well with children and adults. • Ability to work constructively and flexibly as part of a team, understanding the roles and responsibilities of the school and your own position within these. • Ability to self-evaluate learning needs and actively seek out learning opportunities.			
Experience required for the post	Experience working in office environment.			
Training/education required to be undertaken for the post/worked towards				
Desirable Skills/Qualifications				