

Disgrifiad Swydd

Teitl y Swydd	Seicolegydd Addysg Cynorthwyol
Gwasanaeth	Ysgolion a Diwylliant
Graddfa	Assistant Educational Psychologist Soulbury
Pwynt/iau Cyflog	2-5
Cyflog	£36,109- £40,325 pro rata
Pwrpas y Swydd	Sicrhau bod plant a phobl ifanc Ceredigion yn ganolog i bopeth yr ydym ni yn ei wneud drwy: - Hyrwyddo arfer dda trwy ddefnyddio gwybodaeth a thechnegau seicolegol. - Cynorthwyo gyda rôl strategol ar ran yr A.Ll. mewn maes/meysydd ADY, cynhwysiant a lles. Mae hyn yn cynnwys gweithio dan oruchwyliaeth, ac ar y cyd gyda Seicolegwyr Addysgol i: - Ddarparu Hyfforddiant Mewn Swydd ar gyfer staff ysgolion, rhieni ac aelodau o wasanaethau canolog mewn maes/meysydd anhawsterau dysgu amrywiol, lles emosiynol, iechyd meddwl, ymyrraethau ysgol gyfan/grŵp/ unigolion, mewn cydweithrediad â rhanddeiliaid perthnasol. - Sicrhau fod ymyraethau sydd yn cael eu cynnig yn y maes/meysydd yn seiliedig ar dystiolaeth ac ymchwil o effeithiolrwydd ac effeithlonrwydd. - Cynllunio, monitro ac adolygu ymyraethau effeithiol ar gyfer y disgyblion unigol. Cyfrannu at y dystiolaeth sydd ar gael yn y maes/meysydd yma.
Lleoliad Gwaith Cytundebol	Canolfan Rheidol
Oriau Gwaith	37 awr yr wythnos
Math o Gytundeb	Llawn-amser
Hyd y Cytundeb	Cyfnod Penodedig
Teitl swydd y Rheolwr Llinell	Prif Seicolegydd Addysg
Cyfrifoldebau Goruchwyllo / Rheoli	Dim
Atebolrwydd	Bod yn broffesiynol ac yn weithredol gyfrifol i'r Prif Seicolegydd Addysg sydd, yn ei thro, yn gyfrifol i Bennaeth y Gwasanaeth Cynhwysiant, ADY a Lles am reoli'r Gwasanaeth Seicoleg Addysg
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	Mae diogelu ac amddiffyn oedolion mewn perygl a phlant yn flaenoriaethau allweddol i ni. Ein nod yw cefnogi oedolion mewn perygl, plant a phobl ifanc er mwyn sicrhau eu bod mor ddiogel ag y gallant fod. Rydym yn cydnabod eu hawl i gael eu diogelu a byddant yn cymryd camau i ddiogelu eu lles. Disgwylir i bob aelod o staff a gwirfoddolwr rannu'r ymrwymiad hwn, a bydd arnom angen Gwiriad Manylach gan y Gwasanaeth Datgelu a Gwahardd (DBS), y Swyddfa Cofnodion Troseddol gynt cyn penodi i'r swydd hon.

O Dan arweiniad Seicolegydd Addysgol wedi cymhwyso, Cynnig gwasanaeth Seicoleg Gymhwysol i:

- Cyfrannu i effeithiolrwydd y Gwasanaeth Seicoleg Addysgol a'r Gwasanaeth ADY, Cynhwysiant a Lles yr A.LI. yn ôl cynlluniau busnes yr adranau, dan arweiniad y Prif Seicolegydd Addysgol
- Cefnogi Seicolegwyr Addysgol i ymgymryd â dyletswyddau statudol yn ôl Cod Anghenion Dysgu Ychwanegol Cymru 2021 a gweithredu polisiau a phrosesau statudol eraill yr A.LI.
- Darparu gwasanaeth drwy amrywiaeth o ddulliau (ymgyngori, asesu, arsylwi, rhaglenni ymyrraeth, gwaith unigol, gwaith prosiect, casglu data) trwy weithio o fewn y Gwasanaeth ADY, Cynhwysiant a Lles.
- Cydweithio gyda rhieni/athrawon a disgyblion er mwyn darganfod pa fath o ymyrraeth sydd yn fwyaf effeithiol ar gyfer yr angen. Darparu rhannau o'r ymyrraeth yma yn uniongyrchol pe byddai'n addas (e.e. gwaith therapiwtig neu asesu unigol).
- Gweithio yn agos gyda'r Seicolegwyr Addysgol mewn maes/meysydd arbenigol yn unol â'r galw
- Cynorthwyo Seicolegwyr Addysgol i gefnogi ysgolion i ddiwallu anghenion addysgol y disgyblion a gyfeirir trwy ddull ymgynghorol
- Ymgymryd â hyfforddiant proffesiynol pellach a fydd yn angenrheidiol i weithrediad effeithlon ac effeithiol y Gwasanaeth yn unol â Chynllun Datblygiad Proffesiynol
- Cyfrannu i brosiectau penodol sydd yn cael eu sefydlu gan yr A.LI.
- Cydweithio gyda gwasanaethau eraill o fewn yr A.LI. a chysylltu â chydweithio gyda gwasanaethau ac asiantaethau eraill yn unol â'r anghenion a'r ymarfer yn y Gwasanaethau Ysgolion.
- Ymgymryd ag unrhyw ddyletswyddau eraill ar gais Rheolwyr sy'n briodol i lefel cyfrifoldeb y swydd.

Cyffredinol

- Cyfrifoldeb ac adnabod cyfleoedd am hunan ddatblygiad
- Sicrhau cydymffurfiaeth â rheolau lechyd a Diogelwch yn y gweithle yn unol â'r cyfrifoldebau a nodir yn Neddf lechyd a Diogelwch yn y Gweithle 1974 a Pholisi lechyd a Diogelwch y Cyngor.
- Gweithredu o fewn polisiau'r Cyngor yng nghyswllt cyfle cyfartal a chydaddoldeb.
- Cyfrifoldeb am reoli gwybodaeth yn unol â safonau a chanllawiau rheoli gwybodaeth y Cyngor. Sicrhau bod gwybodaeth bersonol yn cael ei thrin mewn cydymffurfiaeth â deddfwriaeth Diogelu Data.
- Ymgymryd ag unrhyw ddyletswydd arall cyfatebol a rhesymol sy'n cyd-fynd â lefel cyflog a lefel cyfrifoldeb y swydd.
- Ymateb i unrhyw gais rhesymol arall ar gais y Dirprwy Brif Swyddog Addysg a Swyddog Arweiniol Corfforaethol: Ysgolion.
- Cyfrifoldeb i adrodd ar bryder neu amheuaeth bod plentyn neu oedolyn bregus yn cael ei gam-drin

Manyleb Person

Gofynnol		
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	Cymhwyster lefel gradd (2:1 neu uwch) mewn Seicoleg Cymwys am achrediad gan y BPS	
Sgiliau Ieithyddol Cymraeg	Gwrando/Siarad: Lefel 5 Darllen: Lefel 5 Ysgrifennu: Lefel 5	Rhaid cwrdd a'r sgiliau ieithyddol Cymraeg a nodwyd ar apwyntiad
Sgiliau Ieithyddol Saesneg	Gwrando/Siarad: Lefel 5 Darllen: Lefel 5 Ysgrifennu: Lefel 5	Rhaid cwrdd a'r sgiliau ieithyddol Saesneg a nodwyd ar apwyntiad
Sgiliau Ymarferol / Personol	- Gwybodaeth a dealltwriaeth am ddatblygiadau diweddar ym maes Seicoleg - Y gallu i weithio dan arweiniad a goruchwyliaeth oddi mewn i rwydweithiau gwasanaeth i blant a'u teuluoedd. - Y gallu i gyfathrebu'n effeithiol ar lafar ac yn ysgrifenedig - Sgiliau rhyngpersonol rhagorol - Y gallu i weithio dan bwysau a chyfarfod â therfynau amser - Y gallu i feddwl a gweithio yn greadigol a systemig Trwydded yrru llawn a mynediad at drafnidiaeth	
Profiad Hanfodol	Profiad o weithio gyda plant a phobl ifanc	
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	Gwybodaeth am swydd Seicolegydd Addysg, am gyrsiau hyfforddiant Seicoleg Addysg, a'r awydd i ddilyn cwrs proffesiynol yn y dyfodol.	

Dymunol	
Cymwysterau / Hyfforddiant	Tystiolaeth o ddatblygiad proffesiynol parhaus
Sgiliau Ymarferol / Personol	- Profiad o gasglu data - Profiad o weithio gyda plant a phobl ifanc mewn lleoliad addysgol - Dealltwriaeth o faterion ADY a Chynhwysiant - Arbenigedd mewn meysydd penodol - Dealltwriaeth o'r ddeddfwriaeth ADY a Ch a'r Cod Anghenion Dysgu Ychwanegol Cymru 2021

	• Dealltwriaeth o Ddulliau o Gynllunio Person Ganolog • Dealltwriaeth o Gynlluniau Datblygu Unigol
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Job Description

Post Name	Assistant Educational Psychologist
Service	Schools Service
Grade	Assistant Educational Psychologist Soulbury
Spinal Point/s	2-5
Salary	£36,109- £40,325 pro rata
Job Purpose	To ensure that the children and young people of Ceredigion are central to everything we do by: - Promoting good practice through use of information and psychological techniques - Assisting with a strategic role on behalf of the LA in the areas of ALN, Inclusion and Wellbeing. This includes working under supervision, and jointly with the Educational Psychologist to: - Provide In-service Training for school staff, parents and members of central services in areas relating to various learning difficulties, emotional well-being, mental health, whole school/group/individual interventions, in collaboration with relevant stakeholders. - Ensuring that interventions provided in these areas are based on evidence and research in effectiveness and efficiency. - Planning, monitoring and reviewing effective interventions for individual pupils. Contributing to the evidence available in this area/areas
Contractual Work Location/Base	Canolfan Rheidol
Hours of Work	37 hours per week
Type of Contract	Full-time
Contract Duration	Fixed Term
Line Managers Job Title	Principal Educational Psychologist
Supervisory/Managerial Responsibilities	N/A
Accountability	To be professionally and operationally responsible to the Principal Educational Psychologist, who has in turn responsibility to the Head of ALN, Inclusion and Wellbeing for the management of the Educational Psychology Service.
Contractual Terms Associated with the Post	Safeguarding and protecting adults at risk and children are key priorities for us. We aim to support adults at risk, children and young people to ensure they are as safe as they can possibly be. We acknowledge their 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 before appointing to this post.

Duties and Responsibilities

Under the leadership of a qualified Educational Psychologist, offer an applied psychology service to:

- Contribute to the effectiveness of the Educational Psychology Service and the ALN, Inclusion and Wellbeing Service according to the services' business plans, under the leadership of the Principal Educational Psychologist.
- Support Educational Psychologists to undertake statutory duties in accordance with the Additional Learning Needs Code for Wales 2021 and implement the LA's policies and processes - statutory or otherwise.
- Provide a service through a variety of methods (consultation, assessment, observation, intervention programmes, individual work, project work, collecting data) by working within the ALN, Inclusion and Wellbeing service.
- Work with parents/teachers and pupils in order to discover the most effective intervention for the identified need. Provide parts of this intervention directly if appropriate (e.g. therapeutic work or assessing an individual).
- Work closely with the Educational Psychologists in specialist field(s) according to the need.
- Assist Educational Psychologists to support schools to address the needs of pupils referred by means of a consultation.
- Undertake further professional training, essential for the efficient and effective running of the Service, in accordance with the Professional Development Plan.
- Contribute to specific projects set up by the LA.
- Collaborate with other services within the LA and contact and collaborate with other services and agencies according to the needs and practice of the Schools' Services.
- Undertake any other duties appropriate to the level of responsibility of the post at the request of Managers.

General

- Responsible for identifying opportunities for self-development.
- Ensure compliance with workplace Health and Safety regulations in accordance with the responsibilities noted in the Health and Safety at Work etc. Act 1974 and the Council's Health and Safety Policy.
- Operate within the Council's equal opportunities and equality policies.
- Responsibility for managing information in accordance with the Council's information management standards and guidelines. Ensure that personal information is treated in accordance with Data Protection legislation.
- Undertake any other reasonable duty which corresponds to the salary level and responsibility level of the job.
- Respond to any other reasonable requests from the Deputy Chief Education Officer and Corporate Lead Officer: Schools.
- Be responsible for reporting any concern or suspicion that a child or vulnerable adult is being abused.

Job Evaluation Post Ref

Not applicable

Person Specification

Essential		
Academic / Professional / Technical / Vocational Qualifications	Degree level qualification (2:1 or Higher) in Psychology Eligible for accreditation from the BPS	
Welsh Linguistic Skills	Listening/Speaking: Level 5 Reading: Level 5 Writing: Level 5	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	- Knowledge and understanding of recent developments in Psychology - Able to work under guidance and supervision within service networks for children and their families. - Effective oral and written communication skills - Good interpersonal skills - Able to work under pressure and meet deadlines - Able to think and work creatively and systematically - Full driving license and access to transport	
Required Experience	Experience of working with children and young people	
Training/education required to be undertaken for the post/worked towards	Knowledge of the work of an educational psychologist, of the training courses for educational psychology, and a desire to follow a professional course in the future.	

Desirable	
Qualifications / Training	Evidence of continuous professional development
Practical / Personal Skills	- Experience of compiling data - Experience of working with children and young people in educational settings - An understanding of ALN and Inclusion matters - Expertise in specific fields - An understanding of the ALN & Inclusion legislation and the Additional Learning Needs Code Wales 2021

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| | <ul style="list-style-type: none">• An understanding of Person-Centred Approaches |
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An understanding of Individual Development Plans