

Disgrifiad Swydd

Teitl y Swydd	Lefel 1 Cynorthwy-ydd dysgu
Cyfeirnod at Ddibenion Gwerthuso Swyddi	
Maes Gwasanaeth	Anghenion Dysgu Ychwanegol
Graddfa SCP a Chyflog (yn amodol ar Werthuso Swyddi)	Lefel 1, Graddfa 1-2, pro-rata
Diben y Swydd	Cynorthwy-ydd dysgu
Lleoliad	Ysgol Uwchradd Aberteifi
Oriau Gwaith	30 awr yr wythnos – Amser tymor ysgol yn unig
Math o Contract	Parhaol
Hyd y Contract	
Teitl swydd y Rheolwr Llinell Uniongyrchol	Cydlynnydd Anghenion Dysgu Ychwanegol
Cyfrifoldebau Goruchwylio / Rheoli – os ydyw'n berthnasol	Dim
Dyletswyddau a chyfrifoldebau	Gofalu am anghenion personol disgyblion, a gweithredu rhaglenni cyswllt perthnasol, yn gymdeithasol, iechyd, corfforol, hylendid personol, cymorth cyntaf a materion lles • Arolygu a chefnogi disgyblion â chanddynt anghenion addysgol ychwanegol i'w diogelu a rhoi iddynt fynediad i gyfleoedd addysgol. • Helpu datblygu, gweithredu ac adolygu'r rhaglenni addysg / Ymddygiad Unigol a Gofal Personol. • Sefydlu perthynas dda gyda'r disgyblion, bod yn batrwm rôl a bod yn ymwybodol o ac ymateb yn briodol i anghenion unigol • Herio ac ysbrydoli disgyblion, hyrwyddo ac atgyfnerthu hunan-werth • Rhoi adborth i ddisgyblion o ran cynnydd, cyrhaeddiad, ymddygiad, presenoldeb etc • Hyrwyddo cynhwysiant a derbyniad i bob disgybl • Annog disgyblion i ryngweithio gydag eraill a sicrhau eu cynnwys mewn unrhyw weithgaredd dosbarth • Annog disgyblion i fod yn annibynnol pan yn briodol • Bod yn ymwybodol o broblemau / cynnydd/ cyrhaeddiad disgyblion ac adrodd yn ôl i athrawon pan fod angen yn ôl y drefn

	• Cadw cofnodion disgyblion yn ôl y gofyn • Cefnogi'r athro dosbarth o ran ymddygiad y disgybl, gan adrodd am broblemau pan pod yn ddilys • Crynhoi gwybodaeth er mwyn adrodd wrth rieni/ gofalwyr yn ôl y disgwyl
Atebolrwydd	<i>CADY</i>

Job Description

Post Name	Level 1 Teaching Assistant
Job Evaluation Post No	
Service Area	Additional Learning Needs
Grade SCP and salary – subject to Job Evaluation	Level 1, Scale 1-2, pro-rata
Job Purpose	Teaching Assistant
Location	Ysgol Uwchradd Aberteifi
Hours of Work	30 hours per week – term time only.
Type of Contract	Permanent
Length of Contract	
Immediate Line Managers job title	Additional Learning Needs Coordinator
Supervisory/Managerial responsibilities – if applicable	None
Duties and responsibilities	• Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters • Supervise and support pupils with additional learning needs ensuring their safety and access to learning. • Assist with the development, implementation and review of Individual Development Plans and Personal Care programmes • Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs • Challenge and motivate pupils, promote and reinforce self-esteem • Provide feedback to pupils in relation to progress, achievement, behaviour, attendance etc • Promote the inclusion and acceptance of all pupils • Encourage pupils to interact with others and engage in activities led by the teacher • Encourage pupils to act independently as appropriate • Be aware of pupil problems/progress/achievements and report to the teacher as agreed • Undertake pupil record keeping as requested

	• Support the teacher in managing pupil behaviour, reporting difficulties as appropriate • Gather/report information from/to parents/carers as directed
Accountability	ALNCo

Manyleb Person

Y cymwysterau academaidd/proffesiynol/ technegol/galwedigaethol (gan gynnwys Lefel y cymwysterau) sy'n ofynnol ar gyfer y swydd	Sgiliau rhifedd/llythrennedd da			
Lefel y sgiliau ieithyddol sy'n ofynnol ar gyfer y swydd (Gweler y canllawiau iaith a'r ceri net)	Gweler y tabl isod.			
	Gwranddo/ Siarad	Darllen	Ysgrifennu	
Saesneg (Lefelau Fframwaith ALTE)	5	5	5	Hanfodol
Cymraeg (Lefelau Fframwaith ALTE)	5	5	5	Dymunol iawn
Sgiliau ymarferol/personol sy'n ofynnol ar gyfer y swydd	Gallu rhyngweithio'n dda gyda phobl ifainc ac oedolion. Gweithio mewn ffordd adeiladol a hyblyg fel rhan o dîm, deall gwahanol rôlau yn y dosbarth a'ch cyfrifoldebau a'ch sefyllfa chi eich hunan o fewn y cyfan			
Profiad sy'n ofynnol ar gyfer y swydd	Gweithio gyda neu ofalu am blant o' r oedran perthnasol			
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	Cwblhau Cwrs Cynefino Cynorthwy-ydd Dysgu			
Sgiliau/cymwysterau dymunol	Cymhwyster Cymorth Dysgu Defnydd o Dechnoleg Cymhwyster yn ymwneud a datblygiad plant neu ADY. Profiad o weithio mewn ysgolion			

Person Specification

The Academic / professional / Technical / vocational qualifications (including qualification Level) required for the post	Good 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	Ability to relate well to children and adults. Work constructively and flexibly as part of a team, understanding classroom roles and responsibilities and your own position within these			
Experience required for the post	Working with or caring for children of relevant age			
Training/education required to be undertaken for the post/worked towards	Completion of Teacher Assistant Induction			
Desirable Skills/Qualifications	Qualifications relating to child development, Inclusion, Additional Learning Needs Use basic technology Experience of working in schools			