

Disgrifiad Swydd

Teitl y Swydd	Hwylsuwr hyfforddiant CA
Gwasanaeth	Ysgolion
Graddfa	7
Pwynt/iau Cyflog	12 - 16
Cyflog	£28,598 - £30,518 y flwyddyn pro rata
Pwrpas y Swydd	Sicrhau rhaglen eang a chyfoethog o ddatblygiad proffesiynol i Cynorthwywyr Addysgu Ceredigion
Lleoliad Gwaith Cytundebol	Canolfan Rheidol, Aberystwyth
Oriau Gwaith	2 diwrnod yr wythnos
Math o Gytundeb	Rhan-amser
Hyd y Cytundeb	Secondiad
Teitl swydd y Rheolwr Llinell	Ymgynghorydd cefnogi Ysgolion
Cyfrifoldebau Goruchwyllo / Rheoli	Cyd-weithio gyda Penaethiaid ysgolion, Dilyswyr, Mentoriaid a phartneriaid eraill
Atebolrwydd	I'r rheolwr corfforaethol
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	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.
Dyletswyddau a chyfrifoldebau	
- cydweithio gyda'r ymgynghorydd cefnogi ysgolion Ceredigion, swyddogion PACC a Partneriaeth i gyflwyno'r rhaglen cenedlaethol llwybr datblygiad Cynorthwywyr Addysgu (TALP) - cyd gynllunio rhaglen dysgu proffesiynol sydd yn addas ar gyfer Cynorthwywyr Addysgu Ceredigion - cefnogi ymgeiswyr Ceredigion ar gyfer statws CALU (Cynorthwywyr addysgu lefel uwch) - asesu a chymedroli gwaith darpar CALU yn lleol, rhanbarthol a chenedlaethol	

Fe fydd angen profiad yn y meysydd canlynol er mwyn cefnogi CA.

Profiad mewn Cefnogi Disgyblion

- cefnogi disgyblion drwy asesu eu hanghenion a defnyddio sgiliau arbenigol i hybu eu dysgu
- meithrin perthynedd da gyda disgyblion a gosod disgwyliau uchel er mwyn eu hannog
- datblygu a gweithredu Cynlluniau Addysgu Unigol (CAU) i ddarparu cefnogaeth wedi'i teilwra
- hyrwyddo cynhwysiant trwy gefnogi anghenion unigol pob disgybl
- annog cydweithio a hunanfeddiant ymhlith disgyblion
- cydnabod cyflawniadau a rhoi gwobrau er mwyn codi hyder
- rhoi adborth adeiladol i wella perfformiad

Profiad yn Cefnogi'r Athro/Athrawes

- paratoi amgylchedd dysgu effeithiol a darparu adnoddau addas
- cynllunio, gwerthuso a diwygio gwersi yn gydweithredol â'r athro
- asesu cynnydd disgyblion a chynnal cofnodion manwl
- rhoi adborth ymarferol a chynhyrchu adroddiadau perfformiad
- cheoli ymddygiad yn gadarnhaol er lles y dosbarth
- cysylltu â rhieni/gofalwyr a chynnal cyfarfodydd rheolaidd
- cymryd rhan yn weinyddol mewn profion ac arholiadau
- paratoi deunyddiau addysgu yn ôl anghenion y cwricwlwm

Profiad yn Cefnogi'r Cwricwlwm

- cyflwyno gweithgareddau dysgu yn effeithiol, gan eu haddasu pan fo'n angenrheidiol
- gweithredu strategaethau cenedlaethol (e.e. llythrennedd, rhifedd) yn y dosbarth
- defnyddio Technoleg Gwybodaeth a Chyfathrebu (TGCh) i atgyfnerthu dysgu
- creu adnoddau addysgol sy'n cyd-fynd â galluedd disgyblion
- darparu cyngor ar ddewisiadau adnoddau a dulliau cefnogi

Profiad yn Cefnogi'r Ysgol

- dilyn polisiau iechyd a diogelwch a hyrwyddo amddiffyn plant
- sicrhau cyfle cyfartal i bob disgybl a staff
- cefnogi ethos a gwerthoedd yr ysgol drwy ymddygiad proffesiynol
- cydweithio ag asiantaethau allanol a staff proffesiynol eraill
- rhannu arbenigedd i hybu datblygiad tîm
- cymryd rhan mewn gweithgareddau allgyrsiol i wella profiadau disgyblion
- cefnogi dysgu yn yr awyr agored ac y tu allan i'r ystafell ddosbarth

Profiad mewn Cyfrifoldebau Arweiniol

- arwain tîm cynorthwywyr addysgu a rhoi cyfarwyddyd iddynt
- cydlyn cyfarfodydd tîm a chynrychioli eu barn mewn cyfarfodydd ysgol
- cymryd rhan yn y broses o fentora staff newydd
- hybu datblygiad proffesiynol trwy gefnogi aelodau'r tîm

Cyfeirnod at Ddibenion Gwerthuso Swyddi

JD1852

Manyleb Person

Gofynnol		
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	Statws CALU	
Sgiliau leithyddol Cymraeg	Gwranddo/Siarad: Lefel 5 Darllen: Lefel 5 Ysgrifennu: Lefel 5	Rhaid cwrdd a'r sgiliau ieithyddol Cymraeg a nodwyd o fewn dwy flynedd i benodiad
Sgiliau leithyddol Saesneg	Gwranddo/Siarad: Lefel 5 Darllen: Lefel 5 Ysgrifennu: Lefel 5	Rhaid cwrdd a'r sgiliau ieithyddol Saesneg a nodwyd ar apwyntiad
Sgiliau Ymarferol / Personol	• lefel uchel o sgiliau rhyngbersonol llafar ac ysgrifenedig a sgiliau cyfathrebu. • sgiliau cyflwyno a thrafod. • sgiliau dwyieithog da. • lefel uchel o rifedd a llythrennedd. • medru rhwydweithio mewn modd proffesiynol a chyfeillgar gyda chyd-weithwyr ac ystod o bartneriaid. • sgiliau ar gyfer adeiladu partneriaeth waith effeithiol ac ymrwymiad clir i weithio mewn partneriaeth. • dealltwriaeth o'r datblygiadau diweddaraf ym maes addysg. • yn ddigon hyblyg i weithio naill ai fel unigolyn neu fel rhan o dîm yn unol â gofynion y sefyllfa. • agwedd ofalus, manwl a threfnus. • medru casglu, dehongli a dadansoddi gwybodaeth. • medru rhesymu a datrys materion mewn modd dadansoddol. • medru cyfathrebu a chyflwyno gwybodaeth ar gyfer eu cynnwys mewn adroddiadau strategol. • lefel uchel o broffesiynoldeb. • dibynadwy, onest a phrydlon. • brwdfrydig, ymroddedig a chydwybodol. • medru rheoli amser yn effeithiol, trefnu a blaenoriaethu baich gwaith o fewn terfynau amser. • medru bod yn hyblyg o ran cwrdd ag amrywiol anghenion y gwasanaeth. • medru mynychu cyfarfodydd a chysiau fel bo angen. • medru defnyddio TGCh yn effeithiol. • oherwydd gofynion y rôl mae'n rhaid i'r ymgeisydd llwyddiannus fod â lefel o ruglder yn y Gymraeg ar benodiad. Gweler y fanyleb person am fanylion pellach. Mae gwybodaeth am ddysgu neu wella'r Gymraeg i'w chael yma.	
Profiad Hanfodol	• profiad o fod yn CALU	
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	• parodrwydd i ymgymryd â rhaglen berthnasol Datblygiad proffesiynol Barhaus fel bo angen	

Dymunol	
Cymwysterau / Hyfforddiant	wedi cefnogi datblygiad proffesiynol Cynorthwywr Addysgu
Sgiliau Ymarferol / Personol	wedi asesu darpar CALU

Job Description

Post Name	TA training Facilitator
Service	Schools Service
Grade	7
Spinal Point/s	12 - 16
Salary	£28,598 - £30,518 per annum pro rata
Job Purpose	To ensure a broad and rich programme of professional development for Ceredigion's Teaching Assistants.
Contractual Work Location/Base	Canolfan Rheidol, Aberystwyth
Hours of Work	2 days a week
Type of Contract	Part-time
Contract Duration	Secondment
Line Managers Job Title	School Support Advisor
Supervisory/Managerial Responsibilities	Collaborate with School Headteachers, Validators, Mentors and Other Partners
Accountability	To the corporate manager
Contractual Terms Associated with the Post	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.
Duties and Responsibilities	
- collaborate with Ceredigion's school support advisor, MWEF and Partneriaeth officials to deliver the national Teaching Assistant development pathway (TALP) programme - co-design a professional learning programme suitable for Ceredigion's Teaching Assistants - to support Ceredigion applicants for HLTA (Higher level teaching assistants) status - assess and moderate aspiring HLTA work locally, regionally and nationally Experience will be required in the following areas to support the TAs Experience in Supporting Pupils: - supporting pupils by assessing their needs and using specialist skills to promote their learning. - building good relationships with pupils and setting high expectations to encourage them. - developing and implementing Individual Education Plans (IEPs) to provide tailored support. - promoting inclusion by supporting the individual needs of each pupil.	

- encouraging collaboration and self-reliance among pupils.
- recognising achievements and giving rewards to boost confidence.
- providing constructive feedback to improve performance

Experience in Supporting the Teacher

- preparing an effective learning environment and providing appropriate resources
- planning, evaluating, and revising lessons collaboratively with the teacher
- assessing pupil progress and maintaining detailed records
- providing practical feedback and producing performance reports
- managing behaviour positively for the benefit of the class
- communicating with parents/carers and holding regular meetings
- participating administratively in tests and examinations
- preparing teaching materials according to curriculum needs

Experience in Supporting the Curriculum

- delivering learning activities effectively and adapting them when necessary
- implementing national strategies (e.g., literacy, numeracy) in the classroom
- using Information and Communication Technology (ICT) to reinforce learning
- creating educational resources that match pupils' abilities
- providing advice on resource choices and support methods

Experience in Supporting the School

- following health and safety policies and promoting child protection
- ensuring equal opportunities for all pupils and staff
- supporting the school's ethos and values through professional behaviour
- collaborating with external agencies and other professionals
- sharing expertise to promote team development
- taking part in extracurricular activities to enhance pupils' experiences
- supporting outdoor learning and learning outside the classroom

Experience in Leadership Responsibilities

- leading a team of teaching assistants and providing them with guidance
- coordinating team meetings and representing their views in school meetings
- participating in recruitment and mentoring of new staff
- promoting professional development by supporting team members

Job Evaluation Post Ref

JD 1952

Person Specification

Essential		
Academic / Professional / Technical / Vocational Qualifications	HLTA Status	
Welsh Linguistic Skills	Listening/Speaking: Level 5 Reading: Level 5 Writing: Level 5	The Welsh linguistic skills noted must be attained within two years of 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	- a high level of oral and written interpersonal skills and communication skills - presentation and discussion skills - good bilingual skills - a high level of numeracy and literacy - be able to network in a professional and friendly manner with colleagues and a range of partners - skills for building an effective working partnership and a clear commitment to working in partnership - an understanding of the latest developments in education - flexible enough to work either as an individual or as part of a team as per the requirements of the situation - a careful, meticulous and organised attitude - be able to collect, interpret and analyse information - ability to reason and resolve issues in an analytical manner - be able to communicate and present information for inclusion in strategic reports - high level of professionalism - reliable, honest and punctual - enthusiastic, dedicated and conscientious - be able to manage time effectively, organise and prioritise workloads within time limits - be flexible in meeting the various needs of the service - be able to attend meetings and courses as required - be able to use ICT effectively - due to the requirements of the role the successful candidate must have a level of Welsh fluency on appointment. Please see the person specification for the further details. Information on learning or improving the Welsh language can be found here	
Required Experience	experience of working as a HLTA	
Training/education required to be undertaken for the post/worked towards	willingness to undertake relevant Continuing Professional Development programmes as required	

Desirable	
Qualifications / Training	has supported the professional development of a Teaching Assistant
Practical / Personal Skills	assessed aspiring HLTAs