

Disgrifiad Swydd

Teitl y Swydd	Rheolwr ADY
Gwasanaeth	Ysgolion
Graddfa	11
Pwynt/iau Cyflog	32-34
Cyflog	£42,839 - £45,091 pro rata
Pwrpas y Swydd	Mae'r gwasanaeth Anghenion Dysgu Ychwanegol (ADY) yn gyfrifol am nodi a diwallu anghenion plant bregus yn yr Awdurdod Lleol, mewn cydweithrediad ag ysgolion, teuluoedd, gwasanaethau perthnasol yr Awdurdod Lleol ac asiantaethau allanol. Bydd deiliad y swydd yn cydlynu mewnbwn y rhanddeiliaid hyn ac yn gyfrifol ar y cyd â'i reolwr llinell am gyllideb sylweddol. Bydd deiliad y swydd yn monitro prosesau statudol ac yn sicrhau bod yr ALI yn gweithredu o fewn yr amserlenni llym a amlinellir yn Neddf Anghenion Dysgu Ychwanegol a Thribiwnlys Addysg (Cymru) 2018 a Chod ADY Cymru 2021.
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	Rheolwr Corfforaethol ADY, Cynhwysiant a Lles
Cyfrifoldebau Goruchwyllo / Rheoli	Cyfrifoldeb rheolaethol ar gyfer y Cydlynnydd Cymorth ADY, Cydlynnydd ADY, CDU a Darpariaeth a'r Cydlynnydd Cymorth i Ddisgyblion a Theuluoedd.
Atebolrwydd	Bydd deiliad y swydd yn atebol i'r Rheolwr Corfforaethol ADY, Cynhwysiant a Lles
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	Bydd disgwyl i ddeiliad y swydd fod â gwybodaeth a phrofiad manwl o ddeddfwriaeth ADY berthnasol. 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.

- Cydlynu'r broses o wneud penderfyniadau ar gyfer ceisiadau ychwanegol a chymorth canolog uniongyrchol lle bo angen er mwyn helpu i leihau'r ddibyniaeth ar ddarpariaeth ychwanegol o fewn ysgolion.
- Cymryd rôl arweiniol wrth gydlynu a chyflawni prosesau statudol ADY, gan sicrhau cydymffurfiaeth â rheoliadau; cymhwyso'r rheoliadau yn strategol er mwyn sicrhau canlyniadau sy'n gydnaws â'r canllawiau cyfreithiol a thargedau perfformiad yr ALI.
- Ysgogi newidiadau i brosesau i wneud gwasanaethau'n fwy effeithlon ac addas i'r diben.
- Datblygu a diweddarau canllawiau a gweithdrefnau ysgrifenedig sy'n ymwneud â darparu ac adolygu cymorth arbenigol. Sicrhau bod ysgolion, swyddogion ac asiantaethau partner yn ymwybodol o oblygiadau newidiadau ac yn darparu cyngor a chefnogaeth pan fo angen.
- Goruchwyllo prosesau i sicrhau bod y penderfyniadau ar gyfer cludiant ADY yn gyson â pholisi ALI ac yn cynrychioli gwerth am arian.
- Cydlynu agenda y Panel Adnoddau. Cymryd rôl arweiniol a chyflawni'r penderfyniadau y cytunwyd arnynt yn y cyfarfod.
- Cynrychioli'r adran mewn fforymau anghenion dysgu ychwanegol perthnasol a gweithio ar y cyd ag asiantaethau partner i sicrhau ystyriaeth o achosion risg uchel.
- Monitro cyllideb ADY ar y cyd â'r Rheolwr Corfforaethol ADY, Cynhwysiant a Lles.
- Arwain a rheoli'r broses adolygu ADY a datblygu strategaethau i wella cysondeb ac effeithlonrwydd.
- Hyrwyddo strategaethau a pholisïau lleol ar gynhwysiant i helpu i wella canlyniadau i ddysgwyr wrth wneud y defnydd mwyaf effeithlon o adnoddau.
- Darparu arweinyddiaeth a chefnogaeth am ddarpariaethau.
- Cynrychioli'r awdurdod mewn rhwydweithiau rhanbarthol a chenedlaethol sy'n ymwneud ag ADY ac anableddau (e.e. ETW).
- Goruchwyllo a chefnogi yn y broses adennill a thalu rhwng awdurdodau.
- Rheoli ac ymateb i unrhyw gwynion cam 1 gyda'r Swyddog Cyswllt Cwynion i ddatrys unrhyw anghydfodau cyn gynted â phosibl.
- Gweithio gyda'r Swyddog Cwynion Corfforaethol a'r Swyddog Cyswllt Cwynion i ddatrys cwynion sy'n cael eu cynyddu i gam 2. Nodi a pharatoi strategaethau ar gyfer ymdrin â chwynion drwy gysylltu â'r Swyddog Cyswllt Cwynion; Swyddog Cwynion Corfforaethol; Pennaeth ADY; Arweinydd Gwasanaeth a Chyfarwyddwr Strategol.
- Pan fo angen, cynorthwyo'r Awdurdod i baratoi ymatebion ysgrifenedig ar gyfer PSOW ac ETW ar ran y Prif Weithredwr.
- Dirprwyo fel sy'n ofynnol ar gyfer y rheolwr gwasanaeth.

Manyleb Person

Gofynnol		
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	Cymhwyster proffesiynol priodol neu o leiaf 5 mlynedd o brofiad perthnasol. - Cymhwyster Rheoli Perthnasol neu dystiolaeth o ddatblygiad rheolaeth barhaus blaenorol - Cymhwyster mewn ADY / Anghenion Dysgu ac Anableddau neu o leiaf 5 mlynedd o brofiad perthnasol Trwydded yrru gyfredol gyda mynediad i gar at ddibenion busnes	
Sgiliau Ieithyddol Cymraeg	Gwranddo/Siarad: Lefel 5 Darllen: Lefel 5 Ysgrifennu: Lefel 5	Rhaid cwrdd a'r sgiliau ieithyddol Cymraeg a nodwyd ar apwyntiad
Sgiliau Ieithyddol 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	- Y gallu i arwain a dylanwadu ar bolisi ac ymarfer ADY ar draws sectorau addysg, iechyd a gofal cymdeithasol. - Yn fedrus i gyflwyno negeseuon cymhleth yn glir ac yn sensitif, a pherswadio rhanddeiliaid i fabwysiadu arferion gorau. - Gallu profedig i adeiladu rhwydweithiau a gweithio'n effeithiol gydag ysgolion, teuluoedd, gweithwyr iechyd proffesiynol, ac asiantaethau eraill. - Yn gallu gwneud penderfyniadau gwybodus, sy'n seiliedig ar dystiolaeth sy'n adlewyrchu anghenion dysgwyr a chyfrifoldebau statudol. - Y gallu i graffu ar ddata perfformiad, cydymffurfiaeth statudol, a darparu gwasanaethau i sicrhau ansawdd a chysondeb. - Medrus mewn nodi rhwystrau i weithredu a chyd-gynhyrchu atebion gyda rhanddeiliaid. - Ymrwymiad cryf i gynhwysiant, tegwch a hawliau plant a phobl ifanc ag ADY.	
Profiad Hanfodol	- Profiad helaeth mewn ADY neu wasanaethau cynhwysiant, naill ai mewn ysgolion neu leoliadau llywodraeth leol. - Profiad o reoli achosion cymhleth, gan gynnwys cyfranogiad aml-asiantaeth a phrosesau statudol. - Gwybodaeth am y system ADY yng Nghymru, gan gynnwys Deddf ALNET, Cod ADY, a phrosesau CDU. - Profiad mewn cynllunio strategol, datblygu gwasanaethau, a defnyddio'r gweithlu. - Y gallu i gyfathrebu'n effeithiol ac yn gywir, ar lafar ac ar ffurf ysgrifenedig, drwy gyfrwng y Gymraeg a'r Saesneg.	

Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	
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Dymunol	
Cymwysterau / Hyfforddiant	Cymhwyster rheoli Profiad gweithredol o systemau ETW
Sgiliau Ymarferol / Personol	Sgiliau TGCh o safon uchel

Job Description

Post Name	ALN Manager
Service	Schools Service
Grade	11
Spinal Point/s	32-34
Salary	£42,839 - £45,091 pro rata
Job Purpose	The Additional Learning Needs (ALN) service is responsible for identifying and meeting the needs of vulnerable children in the Local Authority, in collaboration with schools, families, relevant Local Authority services and external agencies. The post holder will coordinate the input of these stakeholders and have responsibility in conjunction with his/her line manager for a substantial budget. The post holder will monitor statutory processes and ensure that the LA operates within the strict timescales outlined in the Additional Learning Needs and Education Tribunal (Wales) Act 2018 and the ALN Code for Wales 2021.
Contractual Work Location/Base	Canolfan Rheidol
Hours of Work	37 hours
Type of Contract	Full-time
Contract Duration	Fixed Term
Line Managers Job Title	Corporate Manager ALN, Inclusion & Wellbeing
Supervisory/Managerial Responsibilities	Managerial responsibility for the ALN Support Coordinator, ALN, IDP and Provision Coordinator and the Pupil and Family Support Coordinator.
Accountability	The post holder will be accountable to the Corporate Manager ALN, Inclusion & Wellbeing
Contractual Terms Associated with the Post	The post holder will be expected to have detailed knowledge and experience of relevant ALN legislation. 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

- Coordinate the decision-making process for additional requests and direct centralised support where it is required in order to help reduce the dependency on additional provision within schools.
- Take a lead role in the co-ordination and delivery of ALN statutory processes, ensuring compliance with regulations; strategic application of the regulations in order to secure outcomes compatible with the legal guidance and the LA's performance targets.
- Instigate changes to processes to make services more efficient and fit for purpose.
- Develop and update written guidance and procedures relating to the delivery and review of specialist support. Ensure schools, officers and partner agencies are aware of the implications of change and provide advice and support when required.
- Oversee processes to ensure that the decisions for ALN transport are consistent with the LA policy and represent value for money.
- Coordinate the agenda for the Resource Panel. Take a lead role and ensure the delivery of the resolutions agreed in the meeting.
- Represent the department at relevant additional learning needs forums and work together with partner agencies to ensure consideration of high-risk cases.
- Monitor the ALN budget in collaboration with the Corporate Manager for ALN, Inclusion and Wellbeing.
- Direct and manage the ALN review process and develop strategies to improve consistency and efficiency.
- Promote local strategies and policies on inclusion to help improve outcomes for learners while making the most efficient use of resources.
- Provide leadership and support for delivery of provision.
- Represent the authority at regional and national networks relating to ALN and disability (eg. ETW).
- Oversee and support in the inter-authority recoupment and payment process.
- Manage and respond to any stage 1 complaints with the Complaints Link Officer to resolve any disputes at the earliest opportunity in accordance.
- Work with the Corporate Complaints Officer and Complaints Link Officer to resolve complaints which are escalated to stage 2. Identify and prepare strategies for complaint handling through liaising with the Complaints Link Officer; Corporate Complaints Officer; Head of ALN; Service Leader and Strategic Director.
- When required, assist the Authority in preparing written responses for the PSOW and ETW on behalf of the Chief Executive.
- Deputise as required for the service manager.

Job Evaluation Post Ref

JD 715

Person Specification

Essential		
Academic / Professional / Technical / Vocational Qualifications	Appropriate professional qualification or a minimum of 5 years relevant experience. - Relevant management qualification or evidence of former ongoing management development - A qualification in ALN / LDD or minimum 5 years relevant experience Current driving licence with access to car for business purposes	
Welsh Linguistic Skills	Listening/Speaking: Level 5 Reading: Level 5 Writing: Level 5	The Welsh linguistic skills noted
English Linguistic Skills	Listening/Speaking: Level 5 Reading: Level 5 Writing: Level 5	The English linguistic skills noted
Practical and personal skills	- Ability to lead and influence ALN policy and practice across education, health, and social care sectors. - Skilled in delivering complex messages clearly and sensitively, and persuading stakeholders to adopt best practices. - Proven ability to build networks and work effectively with schools, families, health professionals, and other agencies. - Capable of making informed, evidence-based decisions that reflect the needs of learners and statutory responsibilities. - Ability to scrutinise performance data, statutory compliance, and service delivery to ensure quality and consistency. - Skilled in identifying barriers to implementation and co-producing solutions with stakeholders. - A strong commitment to inclusion, equity, and the rights of children and young people with ALN.	
Required Experience	- Extensive experience in ALN or inclusion services, either within schools or local government settings. - Experience of managing complex cases, including multi-agency involvement and statutory processes. - Knowledge of the ALN system in Wales, including the ALNET Act, ALN Code, and IDP processes. - Experience in strategic planning, service development, and workforce deployment. - The ability to communicate effectively and accurately, verbally and in written form, through the medium of Welsh and English.	
Training/education required to be undertaken for the post/worked towards		

Desirable	
Qualifications / Training	Management qualification
	Operational experience of ETW systems
Practical / Personal Skills	High standard ICT skills