Disgrifiad Swydd

Teitl y Swydd	Cydlynydd Cwnsela Ysgol Cynradd a Therapi Chwarae
Gwasanaeth	Ysgolion, Gydol Oes a Diwylliant
Graddfa	9
Pwynt/iau Cyflog	24 - 26
£	£35,412 - £37,280 pro rata
Pwrpas y Swydd	Cydlynu a goruchwilio darpariaeth cwnsela a gwasanaethau iechyd meddwl seiliedig ar ysgolion ar draws ysgolion cynradd o fewn yr Awdurdod Lleol. Mae hyn yn cynnwys rheoli ac asesu atgyfeiriadau i'r tîm cwnsela ysgolion, cefnogi'r broses o nodi anghenion yn gynnar, darparu ymyriadau therapiwtig uniongyrchol, a gweithio mewn partneriaeth ag ysgolion ac asiantaethau allanol i hyrwyddo lles a chynhwysiant disgyblion. Bydd y rôl hefyd yn cynnwys arwain ar ddatblygu a chyflwyno gwasanaeth therapi chwarae newydd ar draws ysgolion cynradd y sir.
Lleoliad Gwaith Cytundebol	Penmorfa
Oriau Gwaith	14.48
Math o Gytundeb	Rhan-amser
Hyd y Cytundeb	Secondiad
Teitl swydd y Rheolwr Llinell	Rheolwr Busnes Gwasaenaeth Cwnsela Ysgol
Cyfrifoldebau Goruchwylio / Rheoli	Cydlynu a goruchwylio tîm Cwnsela ysgolion cynradd
Atebolrwydd	Rheolwr Corfforaethol/ Rheolwr tîm lles meddyliol/ Uwch *Mae'n ofynnol i ddeiliad y swydd weithio o fewn polisïau a chanllawiau Awdurdod Lleol Ceredigion ac o dan gyfarwyddyd y rheolwr*
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	Cydlynydd Cwnsela ac Ymathraeth Chwarae Ysgolion Cynradd (gall gynnwys rhywfaint o hyblygrwydd yn unol ag anghenion y gwasanaeth)

Dyletswyddau a chyfrifoldebau	
• cefnogi datblygiad strategol gwasanaeth cwnsela a lles emosiynol yr Awdurdod Lleol ar gyfer disgyblion oed cynradd • arwain dyluniad, gweithredu, a lansiad gweithredol gwasanaeth therapi chwarae newydd ar draws y sir ar gyfer ysgolion cynradd • datblygu polisïau, gweithdrefnau, a fframweithiau cyflwyno gwasanaeth cynhwysfawr ar gyfer y ddarpariaeth therapi chwarae, gan sicrhau cydymffurfiad â safonau Diogelu, GDPR, BACP, a Chwarae Therapi Prydain (PTUK) • monitro'r galw am y gwasanaeth ac unrhyw fylchau, a gwneud argymhellion ar gyfer ehangu'r ddarpariaeth i ddiwallu anghenion ysgolion sy'n esblygu • hyrwyddo'r gwasanaethau cwnsela a therapi chwarae i ysgolion, teuluoedd a gweithwyr proffesiynol trwy waith allgymorth ac ymgysylltu • rheoli'r broses atgyfeirio ganolog ar gyfer y gwasanaethau cwnsela ysgolion a therapi chwarae • sgrinio ac asesu atgyfeiriadau i sicrhau dyraniad priodol yn ôl anghenion a blaenoriaeth • cydlynu gyda therapyddion, ysgolion a theuluoedd i drefnu sesiynau, rheoli llwythi achosion a monitro'r rhestrau aros • dilyn canlyniadau, asesu effaith a sicrhau bod y gwasanaethau'n hygyrch yn deg ar draws y Sir • darparu arweiniad arbenigol ar iechyd meddwl ac ymyriadau therapiwtig yn y cyd-destun ysgol gynradd • cynnig ymgynghori achos a goruchwyliaeth anffurfiol i ymarferwyr (cwnselwyr, therapyddion chwarae, a staff ysgol lle bo'n briodol) • darparu goruchwyliaeth i gwnselwyr ysgolion cynradd a therapyddion chwarae, gan sicrhau ymarfer moesegol, diogel ac effeithiol • darparu cymorth cwnsela tymor byr neu gefnogaeth lles emosiynol i blant oed cynradd sy'n wynebu anawsterau • nodi plant sydd angen ymyrraeth arbenigol (e.e., CAMHS) a hwyluso atgyfeiriadau priodol • cydweithio a chydlynu gyda gwahanol asiantaethau fel CAMHS i sicrhau ymyrraeth gynnar a chefnogaeth i ddisgyblion cynradd • mynychu cyfarfodydd diogelu a chynllunio amlasiantaethol yn ôl yr angen • sicrhau bod plant sy'n derbyn cwnsela neu therapi chwarae yn cael eu diogelu yn unol â pholisïau lleol • casglu a dadansoddi data ar atgyfeiriadau, darparu, canlyniadau ac effeithiolrwydd y gwasanaeth • paratoi adroddiadau a briffiau ar gyfer arweinwyr uwch ac aelodau etholedig ynghylch perfformiad a datblygiad y gwasanaeth • cyfrannu at geisiadau am gyllid, cynllunio polisi ac arfarniadau gwasanaeth i sicrhau cynaliadwyedd a thwf	
Cyfeirnod at Ddibenion Gwerthuso Swyddi	JD 1859-01

Manyleb Person

Gofynnol		
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	Wedi derbyn addysg hyd at Diploma lefel 5 mewn Cwnsela plant a pobl ifanc neu Therapi Chwarae Cofrestru gyda BACP neu UKCP neu gymhwyster cyfatebol	
Sgiliau Ieithyddol Cymraeg	Gwrando/Siarad: **Lefel 4** Darllen: **Lefel 4** Ysgrifennu: **Lefel 4**	Rhaid cwrdd a'r sgiliau ieithyddol Cymraeg a nodwyd o fewn dwy flynedd i benodiad
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	• sgiliau cyfathrebu da, yn ysgrifenedig ac ar lafar • ymrwymiad i gysyniad addysg gynhwysol ac uchelgeisiau uchel a chyflawniadau i bob disgybl • gallu gweithio'n dda dan bwysau, ymarfer barn ofalus a dangos sensitifrwydd • gallu cynnal cyfrinachedd priodol i'r lleoliad • gallu cynnal cofnodion priodol a chywir ac ysgrifennu adroddiadau yn ôl yr angen — fel rhan o werthuso'r gwasanaeth gan gynnwys paratoi data statudol ar gyfer Llywodraeth Cymru • dealltwriaeth glir a dangosid o'r sail ddamcaniaethol sy'n sail i'r broses gwnsela • y gallu i ddangos sut mae'r uchod yn llywio dulliau'r ymgeisydd o ran cwnsela ar draws sbectrwm datblygiad dynol • dealltwriaeth o, a'r gallu i weithio o fewn, Fframwaith Moesegol BACP ar gyfer Ymarfer Da mewn Cwnsela • dealltwriaeth o Safonau PTUK • gwybodaeth drylwyr am weithdrefnau Amddiffyn Plant a Diogelu • gallu addasu ac ymateb i anghenion sy'n newid • ymagwedd ofalgar a sensitif • profiad o allu aros yn dawel ac yn bwyllog dan bwysau • sgiliau asesu, gwneud penderfyniadau a threfnu blaenoriaeth gref • sgiliau cyfathrebu a rhyngbersonol rhagorol gyda gweithwyr proffesiynol a theuluoedd	
Profiad Hanfodol	• dealltwriaeth glir a dangosid o'r sail ddamcaniaethol sy'n sail i'r broses gwnsela • y gallu i ddangos sut mae'r uchod yn llywio dulliau'r ymgeisydd o ran cwnsela ar draws sbectrwm datblygiad dynol • dealltwriaeth o, a'r gallu i weithio o fewn, Fframwaith Moesegol BACP ar gyfer Ymarfer Da mewn Cwnsela • gwybodaeth drylwyr am weithdrefnau Amddiffyn Plant a Diogelu	

	• ymwybyddiaeth o ofynion y Ddeddf Cydraddoldeb, y Ddeddf Diogelu Data a'r Ddeddf Rhyddid Gwybodaeth fel y maent yn berthnasol i rôl y cwnselydd • cyfarwyddyd â Chod Ymarfer ADY Cymru 2002 ac amcanion Mesur ADY (ALNET) 2016 • medru defnyddio TG yn hyderus • profiad o weithio mewn ysgolion ac o gefnogi plant • gallu cynnal cyfrinachedd priodol i'r lleoliad gyda dealltwriaeth ac ystyriaeth briodol o weithdrefnau Diogelu Plant • dealltwriaeth dda o'r llwybrau atgyfeirio i CAMHS arbenigol • gallu cyfathrebu drwy gyfrwng y Gymraeg • tystiolaeth o ymarfer goruchwylied ôl-gymhwysol profedig • profiad o weithio a chydweithio gydag asiantaethau eraill ac efo amrywiaeth o grwpiau cleientiaid • gwybodaeth am ddatblygiad plant, diogelu, trawma ac iechyd meddwl mewn lleoliadau addysgol • wedi trefnu'n dda ac yn hyderus wrth reoli blaenoriaethau lluosog ar draws llwyth achosion neu wasanaeth eang
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	• wedi cofrestru fel cwnselydd cymwys gyda Chymdeithas Cwnsela a Seicotherapi Prydain • cymhwyster mewn Therapi Chwarae Yn dibynnu ar Lefel Sgiliau Iaith Gymraeg

Dymunol	
Cymwysterau / Hyfforddiant	• profiad o oruchwylio neu reoli cwnselwyr, therapyddion neu ymarferwyr lles • gwybodaeth am fframweithiau cenedlaethol iechyd meddwl ysgolion (e.e., Dull Ysgol Gyfan, Lles ar gyfer Dychweliad i Addysg) • cyfarwyddyd â strwythurau'r Awdurdod Lleol a phrosesau comisiynu strategol
Sgiliau Ymarferol / Personol	• profiad sylweddol o weithio gyda phlant oed cynradd mewn rôl therapiwtig • profiad o reoli neu gydlynu atgyfeiriadau neu ddarpariaeth gwasanaeth o fewn addysg, iechyd, neu leoliadau cymorth cynnar • profiad wedi'i brofi o ddatblygu a arwain gwasanaethau neu brosiectau mewn iechyd meddwl, addysg neu les

Job Description

Post Name	Primary School Counselling and Play Therapy Coordinator
Service	Schools, Lifelong Learning & Culture
Grade	9
Spinal Point/s	24 - 26
Salary	£35,412 - £37,280 pro rata
Job Purpose	To coordinate and supervise school-based counselling and mental health provision across primary schools within the Local Authority. This includes managing and triaging referrals to the school counselling team, supporting the early identification of need, delivering direct therapeutic interventions, and working in partnership with schools and external agencies to promote pupil wellbeing and inclusion. The role will also involve leading the development and delivery of a new play therapy service across primary schools within the county.
Contractual Work Location/Base	Penmorfa
Hours of Work	14.48
Type of Contract	Part-time
Contract Duration	Secondment
Line Managers Job Title	School Counselling Business Manager
Supervisory/Managerial Responsibilities	Coordinating and supervising primary school counselling team
Accountability	Corporate Manager/ Team manager mental wellbeing/School Counselling Business Manager *Post holder is required to work within policies and guidance of Ceredigion LA and under the direction of the manager*
Contractual Terms Associated with the Post	Primary School Counselling and Play Therapy Coordinator but may entail some flexibility around needs of the service

Duties and Responsibilities	
• support on the strategic development of the Local Authority's counselling and emotional wellbeing service for primary-aged pupils • lead the design, implementation, and operational rollout of a new county-wide play therapy service for primary schools • develop comprehensive policies, procedures, and service delivery frameworks for the play therapy provision, ensuring alignment with safeguarding, GDPR, BACP, and Play Therapy UK (PTUK) standards • monitor service demand and gaps and make recommendations for scaling provision to meet evolving school needs • promote the counselling and play therapy services to schools, families, and professionals through outreach and engagement • manage the central referral process for the school counselling and play therapy services • screen and triage referrals to ensure appropriate allocation based on need and priority • coordinate with therapists, schools, and families to schedule sessions, manage caseloads, and monitor waiting lists • track outcomes, assess impact, and ensure services are equitably accessed across the County • provide expert guidance on mental health and therapeutic interventions in a primary school context • offer case consultation and informal supervision to practitioners (counsellors, play therapists, and school staff where appropriate) • provide supervision to primary school counsellors and play therapists, ensuring ethical, safe, and effective practice • supervise all primary practitioners to ensure they are following safeguarding, GDPR, and BACP ethical framework • deliver short-term counselling or emotional wellbeing support to primary-aged children facing difficulties • identify children in need of specialist intervention (e.g., CAMHS) and facilitate appropriate referrals • collaborate and liaise with different agencies such as Camhs to ensure early intervention and support for primary pupils • attend safeguarding and multi-agency planning meetings as required • ensure children receiving counselling or play therapy are safeguarded in line with local policies • collect and analyse data on referrals, delivery, outcomes, and service effectiveness • prepare reports and briefings for senior leaders and elected members on service performance and development needs • contribute to funding bids, policy planning, and service evaluations to ensure sustainability and growth	
Job Evaluation Post Ref	JD 1859-01

Person Specification

Essential		
Academic / Professional / Technical / Vocational Qualifications	Educated to Professional Diploma level 5 in Counselling children and young people or Play Therapy Diploma (level 5) Registration with BACP or UKCP or equivalent	
Welsh Linguistic Skills	Listening/Speaking: **Level 4** Reading: **Level 4** Writing **Level 4**	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	• good communication skills, both written and verbal • be committed to the concept of inclusive education and high expectations and achievements for all pupils • able to work well under pressure, exercise thoughtful judgement and display sensitivity • able to maintain confidentiality appropriate to the setting • able to maintain appropriate and accurate records and generate reports as required – as part of service evaluation including preparing statutory data for Welsh Government • a clear and demonstrable grasp of theoretical bases underpinning the process of counselling • the ability to show how the above informs the applicant's approaches to counselling across the spectrum of human development • an understanding of, and ability to work within, the BACP Ethical Framework for Good Practice in Counselling • an understanding of PTUK Standards • a thorough knowledge of Child Protection and Safeguarding procedures • ability to adapt and be responsive to changing needs • caring and sensitive approach • proven ability to remain calm under pressure • strong assessment, decision-making, and triage skills • excellent communication and interpersonal skills with both professionals and families	
Required Experience	• a clear and demonstrable grasp of theoretical bases underpinning the process of counselling • the ability to show how the above informs the applicant's approaches to counselling across the spectrum of human development	

	• an understanding of, and ability to work within, the BACP Ethical Framework for Good Practice in Counselling • a thorough knowledge of Child Protection and Safeguarding procedures • awareness of requirements of the Equality Act, Data Protection Act and Freedom of Information Act as applied to the counselling role • familiarity with the SEN Code of Practice for Wales 2002 and the aims around the ALNET Bill 2016 • ICT literate • experience of working within schools and supporting children • able to maintain confidentiality appropriate to the setting and have due regard and understanding of Child Protection procedures • good understanding of the referral pathways to Specialist CAMS • able to communicate through the medium of Welsh • evidence of proven post qualifying supervised practice • experience of working and liaising with other agencies and with a diversity of client group • knowledge of child development, safeguarding, trauma, and mental health in educational settings • organised and confident in managing multiple priorities across a wide caseload or service footprint
Training/education required to be undertaken for the post/worked towards	• registration with a recognized governing body such as the BACP or equivalent • depending on Level of Welsh Language Skills • qualification in Play therapy

Desirable	
Qualifications / Training	• experience supervising or managing counsellors, therapists, or wellbeing practitioners • knowledge of national school mental health frameworks (e.g., Whole School Approach, Wellbeing for Education Return) • familiarity with Local Authority structures and strategic commissioning processes
Practical / Personal Skills	• significant experience working with primary-aged children in a therapeutic role • experience managing or coordinating referrals or service delivery within education, health, or early help settings

	• proven ability to develop and lead services or projects in mental health, education, or wellbeing