

Disgrifiad Swydd

Teitl y Swydd	Arweinydd Clwb ar ôl Ysgol
Cyfeirnod at Ddibenion Gwerthuso Swyddi	
Maes Gwasanaeth	
Graddfa SCP a Chyflog (yn amodol ar Werthuso Swyddi)	Gradd:: 6 scp 7 – 10 Cyflog (£26,403 - £27,694 CLIA)
Diben y Swydd	
Lleoliad	Ysgol Gynradd Plascrug
Oriau Gwaith	12.5 awr yr wythnos
Math o Contract	Rhan Amser
Hyd y Contract	Parhaol
Teitl swydd y Rheolwr Llinell Uniongyrchol	Arweinydd clwb ar ol ysgol Dydd Llun-Dydd Gwener (3yp-5.30yp)
Cyfrifoldebau Goruchwylio / Rheoli – os ydyw'n berthnasol	Bydd angen arwain tîm o 3 o oruchwylwyr clwb
Dyletswyddau a chyfrifoldebau	• creu a chynnal amgylchedd gwaith pwrpasol, trefnus a chynhyrchiol • dylunio, paratoi a defnyddio offer/adnoddau/deunyddiau arbenigol yn amserol ac yn gywir • cynorthwyo i ddatblygu cynlluniau sesiwn/gwaith, gweinyddu gwaith cwrs, taflenni gwaith ac ati • cyfrannu at gynllunio, datblygu a threfnu systemau/gweithdrefnau/polisïau • bod yn gyfrifol am gynnal cofnodion, gwybodaeth a data, cynhyrchu dadansoddiadau ac adroddiadau yn ôl yr angen • gweithredu rhaglenni gwaith/sesiynau ymarferol penodol gyda disgyblion o dan arweiniad y Person Cyfrifol (Pennaeth) • hyrwyddo a sicrhau iechyd a diogelwch ac ymddygiad da disgyblion bob amser • adrodd am unrhyw bryderon diogelu • cyfathrebu â rhieni/gwarcheidwaid • cadw cofrestr ddyddiol • gweinyddu cymorth cyntaf os oes angen
Atebolrwydd	

Manyleb Person

Y cymwysterau academiaidd/proffesiynol/technegol/galwedigaethol (gan gynnwys Lefel y cymwysterau) sy'n ofynnol ar gyfer y swydd	- cymhwyster NVQ 3 neu gymhwyster cyfatebol neu brofiad mewn disgyblaeth berthnasol - sgiliau rhifedd/llythrennedd da - hyfforddiant penodol mewn maes arbenigol			
Lefel y sgiliau ieithyddol sy'n ofynnol ar gyfer y swydd (Gweler y canllawiau iaith a'r ceri net)	Gweler y tabl isod. <i>*Nodyn: Bydd gofyn i'r ymgeisydd llwyddiannus ddysgu'r Gymraeg o fewn 2 flynedd o gael ei benodi os nad ydyw eisoes yn siarad Cymraeg.</i>			
	Gwrando/ Siarad	Darllen	Ysgrifennu	
Saesneg (Lefelau Fframwaith ALTE)	5	5	5	Hanfodol
Cymraeg (Lefelau Fframwaith ALTE)	3	2	2	Hanfodol*
Sgiliau ymarferol/personol sy'n ofynnol ar gyfer y swydd	- defnydd effeithiol o TGCh ac offer/adnoddau arbenigol eraill - gwybodaeth ymarferol lawn am bolisiau/codau ymarfer perthnasol ac ymwybyddiaeth o ddeddfwriaeth berthnasol - y gallu i hunanwerthuso anghenion dysgu a cheisio cyfleoedd dysgu yn weithredol - y gallu i uniaethu'n dda â phlant ac oedolion			
Profiad sy'n ofynnol ar gyfer y swydd	Profiad mewn maes penodol mewn amgylchedd dysgu			
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	Amddiffyn Plant Grŵp C			
Sgiliau/cymwysterau dymunol	Cyfathrebwr a threfnydd da. Perthynas dda â disgyblion a'u teuluoedd a gallu gweithio fel rhan o dîm.			

Job Description

Post Name	After School Club Leader
Job Evaluation Post No	
Service Area	Plascrug Primary School
Grade SCP and salary – subject to Job Evaluation	<u>Grade: 6 scp 7 - 10</u> <u>Salary: (£26,403 - £27,694 CLIA)</u>
Job Purpose	Lead After School Provision Mon-Fri after school 3pm until 5.30pm
Location	Plascrug Communtiy School
Hours of Work	12.5
Type of Contract	Part time
Length of Contract	Permanent
Immediate Line Managers job title	Carol Macy - headteacher
Supervisory/Managerial responsibilities – if applicable	Will need to lead a team of 3 after club supervisors.
Duties and responsibilities	• create and maintain a purposeful, orderly and productive working environment • timely and accurate design, preparation and use of specialist equipment/resources/materials • assist in the development of session/work plans, administration of coursework, work sheets etc • contribute to planning, development and organisation of systems/procedures/policies • be responsible for maintaining records, information and data, producing analysis and reports as required • implement specific work programmes/practical sessions with pupils under the guidance of the Responsible Person (Headteacher) • promote and ensure the health and safety and good behaviour of pupils at all times • report any safeguarding concerns • communicate with parents/guardians

	• take a daily register • administer first aid if needs be
Accountability	

Person Specification

The Academic / professional / Technical / vocational qualifications (including qualification Level) required for the post	- NVQ 3 or equivalent qualification or experience in relevant discipline - good numeracy/literacy skills - specific training in specialist area			
Linguistic skills level required for the post (Please refer to guidance on ceri net)	See table below. <i>*Note: The successful candidate <u>will be required</u> to learn the language within 2 years of being appointed if he/she is not currently a Welsh speaker.</i>			
	Listening/ Speaking	Reading	Writing	
English (ALTE Framework Levels)	5	5	5	Essential
Welsh (ALTE Framework Levels)	3	2	2	Essential*
Practical/personal skills required for the post	- effective use of ICT and other specialist equipment/resources - full working knowledge of relevant policies/codes of practice and awareness of relevant legislation - ability to self-evaluate learning needs and actively seek learning opportunities - ability to relate well to children and adults			
Experience required for the post	Experience in specific area in a learning environment			
Training/education required to be undertaken for the post/worked towards	Group C Child Protection Course			
Desirable Skills/Qualifications	Good communicator and organiser. Have a good rapport with pupils and their families and can work as part of a team			