

Disgrifiad Swydd

Teitl y Swydd	Cynorthwydd Addysgu - SDL
Cyfeirnod at Ddibenion Gwerthuso Swyddi	
Maes Gwasanaeth	Addysg
Graddfa SCP a Chyflog (yn amodol ar Werthuso Swyddi)	Lefel 1
Diben y Swydd	Cynorthwyo o fewn yr ysgol
Lleoliad	Ysgol Gynradd Llangwryfon
Oriau Gwaith	3 awr
Math o Contract	Rhan Amser
Hyd y Contract	Blwyddyn – Cyfnod Penodedig
Teitl swydd y Rheolwr Llinell Uniongyrchol	Pennaeth
Cyfrifoldebau Goruchwyllo / Rheoli – os ydyw'n berthnasol	Cynorthwyo yn y ddau ddsbarth am hanner diwrnod yr wythnos
Dyletswyddau a chyfrifoldebau	Fe fydd gofyn i chi: - goruchwyllo a chefnogi pob disgybl gan sicrhau eu bod yn ddiogel a bod ganddynt fynediad at ddysgu; - rhoi adborth i ddisgyblion ynghylch cynnydd, cyflawniad, ymddygiad ac ati - hyrwyddo cynhwysiant i'r holl ddisgyblion; - annog disgyblion i ryngweithio ag eraill ac i gymryd rhan mewn gweithgareddau o dan arweiniad yr athro neu'r athrawes; - annog disgyblion i weithredu'n annibynnol, fel y bo'n briodol. - cefnogi'r Athro neu'r Athrawes gyda paratodau dosbarth Rydym am benodi unigolyn sydd â: - sgiliau rhifedd / llythrennedd / TGCh cadarn; - cymryd rhan mewn cyfleoedd datblygu a hyfforddi; - gweithio'n adeiladol a hyblyg yn rhan o dîm, deall cyfrifoldebau a swyddogaethau'r ystafell ddsbarth a'ch safle

	bersonol o fewn y swyddogaeth hynny. Fe fydd yr ymgeisydd llwyddiannus yn mwynhau gweithio mewn amgylchedd prysur, drwy ddefnyddio'u menter, gydag rhagolwg bositif a gwir ddiddordeb yn cefnogi anghenion dysgu'r disgyblion gan fwynhau pob sialens o fewn gofynion y dosbarth a'r byd addysg.
Atebolrwydd	Athro Dosbarth / Pennaeth



Job Description

Post Name	Teaching Assistant - SDL
Job Evaluation Post No	
Service Area	Education
Grade SCP and salary – subject to Job Evaluation	Level 1
Job Purpose	Assisting within the school
Location	Llangwryfon Primary School
Hours of Work	3 hours
Type of Contract	Part time
Length of Contract	One year – fixed term
Immediate Line Managers job title	Headteacher
Supervisory/Managerial responsibilities – if applicable	Assisting in both classes for half a day a week
Duties and responsibilities	You will be asked to : • Supervise and support every pupil ensuring their safety and access to learning • Give feedback to pupils about their attendance, behaviour, progress and achievement • Promote the inclusion of all pupils • Encourage pupils to interact with others and to take part in activities under the guidance of the teacher • Encourage pupils to work independently • Support the class teacher in preparing the class environment We wish to appoint an individual that • Has good literacy/ numeracy / ICT skills • Is willing to take part in any training opportunities • Work well as a team and with flexibility and understand their

	role and responsibilities within the class environment . The successful candidate will enjoy working in a busy environment, use their initiative , take an interest and be positive about supporting children and their educational needs and enjoy the challenge of working in the world of education.
Accountability	Class Teacher / Headteacher



Manyleb Person

Y cymwysterau academaidd/proffesiynol/technegol/galwedigaethol (gan gynnwys Lefel y cymwysterau) sy'n ofynnol ar gyfer y swydd	Byddai profiad o weithio gyda phlant ac o fewn sefydliad addysgol o fudd yn ogystal a'r gallu i gydweithio gyda staff eraill. Mae angen dangos y gallu i gynorthwyo gyda y defnydd o dechnoleg			
Lefel y sgiliau ieithyddol sy'n ofynnol ar gyfer y swydd (Gweler y canllawiau iaith a'r ceri net)	Gofynnir am Lefel 5 ar draws yr holl sgiliau ieithyddol			
	Gwrandod/Siarad	Darllen	Ysgrifennu	
Saesneg (Lefelau Fframwaith ALTE)	5	5	5	Hanfodol
Cymraeg (Lefelau Fframwaith ALTE)	5	5	5	Hanfodol*
Sgiliau ymarferol/personol sy'n ofynnol ar gyfer y swydd	Bydd angen i ymgeiswyr ddangos y gallu i gydweithio ag eraill o fewn y tim, cefnogi dysgwyr unigol a o fewn grŵp ac addasu y gefnogaeth yn ddibynnol ar anghenion dysgwyr unigol.			
Profiad sy'n ofynnol ar gyfer y swydd	Byddai profiad o weithio gyda phlant ac o fewn sefydliad addysgol o fudd			
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	Bydd angen i'r ymgeisydd llwyddiannus gwblhau pob hyfforddiant perthnasol (yn unol a gofynion yr ysgol a'r Awdurdod Addysg Leol)			
Sgiliau/cymwysterau dymunol				

Person Specification

The Academic / professional / Technical / vocational qualifications (including qualification Level) required for the post	Experience of working with children or within an educational establishment would be beneficial and the ability to work with others They must show the ability to be able to use some technology.			
Linguistic skills level required for the post (Please refer to guidance on ceri net)	Level 5 across all linguistic skills			
	Listening/ Speaking	Reading	Writing	
English (ALTE Framework Levels)	5	5	5	Essential
Welsh (ALTE Framework Levels)	5	5	5	Essential*
Practical/personal skills required for the post	Candidates will need to show the ability to work with others within a team, support individual learners and groups of learners and adapt the required support depending on the needs of individual learners.			
Experience required for the post	Experience of working with children or within an educational establishment would be beneficial and the ability to work with others			
Training/education required to be undertaken for the post/worked towards	The successful candidate will need to complete all relevant training (as required by the school and the Local Education Authority)			
Desirable Skills/Qualifications				