

Disgrifiad Swydd

Teitl y Swydd	Athro/athrawes Ymgynghorol Anghenion Dysgu Ychwanegol
Gwasanaeth	Ysgolion, Gydol Oes a Diwylliant
Graddfa	Soulbury Educational Improvement
Pwynt/iau Cyflog	8
Cyflog	£51,125 pro rata
Pwrpas y Swydd	- Cefnogi ysgolion i weithredu Deddf Anghenion Dysgu Ychwanegol a Thribiwnlys Addysg (Cymru) 2018 a Chod ADY Cymru. - Gweithio gyda disgyblion er mwyn adnabod a darparu cyngor ar ddiwallu eu hanghenion dysgu. - Cyd-weithio gyda chydlynwyr ADY a staff ategol o fewn ein hysgolion. - Cyd-weithio gydag aelodau'r timoedd ADY, Cynhwysiant a Lles a'r tîm Gwella Ysgolion o fewn Gwasanaethau ysgolion Ceredigion. - Cyd-weithio gydag asiantaethau eraill yn ôl yr angen.
Lleoliad Gwaith Cytundebol	Canolfan Rheidol
Oriau Gwaith	22.2 awr yr wythnos
Math o Gytundeb	Rhan-amser
Hyd y Cytundeb	Cyfnod Penodedig
Teitl swydd y Rheolwr Llinell	Uwch Athrawes Ymgynghorol ADY
Cyfrifoldebau Goruchwylio / Rheoli	D/B
Atebolrwydd	Yn atebol i'r Rheolwr Corfforaethol ADY, Cynhwysiant a Lles
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	Wedi cofrestri gyda'r Cyngor Gweithlu Addysg Profiad o weithio o fewn swydd CADY Trwydded Yrru Lawn y DU neu'r gallu i deithio'n annibynnol, yn hyblyg ac ar fyr rybudd i fodloni anghenion y gwasanaeth

Dyletswyddau a chyfrifoldebau

Disgwylir i'r sawl a benodir gael profiad eang o ddysgu plant/pobl ifanc ag anghenion dysgu ychwanegol, naill ai ar lefel cynradd, uwchradd neu ganolfannau mwy arbenigol. Bydd y rôl yn cynnwys:

- Darparu cyngor, arweiniad a chymorth i ysgolion a sefydliadau ym maes Anghenion Dysgu Ychwanegol;
- Darparu cyfleodd cyson ac o ansawdd ragorol i ymarferwyr ymgymryd ag ystod o ddatblygiad proffesiynol parhaus addas a phwrrpasol;
- Cynnig arweiniad a chymorth ymarferol mewn ystafelloedd dosbarth a chanolfannau arbenigol gan gynnwys modelu addysgu o'r radd flaenaf;
- Cyfathrebu datblygiadau yn y maes yn glir ac yn amserol i ysgolion gan gynnig arweiniad ymarferol i'w cynorthwyo;
- Gweithio'n llwyddiannus fel rhan o dîm cynhwysiant ac ar draws y tîm gwelliant addysgol;
- Cynnal a pharhau i ddatblygu y wybodaeth a'r sgiliau mwyaf diweddar yn y maes;
- Cynnig arweiniad priodol i sefydliadau yn eu prosesau hunan arfarnu yn y maes;
- Ffocysu ar welliannau mewn ysgolion a nodir yn blaenoriaethau yn unol â phrosesau cefnogaeth;
- Cynrychioli'r Awdurdod Lleol mewn cyfarfodydd a chynadleddau rhanbarthol a chenedlaethol yn ôl y gofyn;
- Ar y cyd gyda'r Rheolwr Llinell, sicrhau bod cyfathrebu cyson a phroffesiynol yn arwain at ddarpariaeth gwasanaeth effeithiol a chyd-lynus;
- Cyflawni unrhyw ddyletswyddau eraill y tybia'r Pennaeth Gwasanaethau Dysgu i fod yn gymesur gyda graddfa cyflog y swydd.

Disgwylir i'r unigolyn:

- fod yn aelod gwerthfawr a brwdfrydig o'r tîm ADY;
- fod a dealltwriaeth a phrofiad o weithio gydag ystod eang o anghenion dysgu ychwanegol;
- fod â dealltwriaeth a phrofiad o weithredu ar ymarferion person ganolog;
- dangos parodrwydd i ddatblygu sgiliau ac agweddau sydd yn hanfodol i'r swydd;
- medru teithio er mwyn medru gweithio mewn ysgolion ar draws Ceredigion;

Cyfeirnod at Ddibenion Gwerthuso Swyddi

Manyleb y Person

Gofynion Hanfodol	
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	Cymhwyster Athro/awes
Sgiliau ieithyddol Cymraeg:	Rhaid i chi feddu ar y sgiliau ieithyddol canlynol pan fyddwch chi'n dechrau'r swydd. Gwrando a Siarad Lefel 5: Medru cyfrannu'n rhugl a hyderus yng nghyswllt pob agwedd ar y gwaith beunyddiol, gan gynnwys trafod a chynghori ar faterion technegol, arbenigol neu sensitif. Sgiliau Darllen Lefel 5: Gallu deall adroddiadau, dogfennau ac erthyglau y mae'n debygol o ddod ar eu traws yn ystod y gwaith, gan gynnwys cysyniadau cymhleth wedi'u mynegi yn nhermau astrus. Sgiliau Ysgrifennu Lefel 5: Medru llunio gohebiaeth fusnes, adroddiadau byr, negeseuon e-bost a llenyddiaeth hysbysrwydd i safon dderbyniol gyda chymorth cymhorthion iaith. Medru llunio nodiadau manwl tra'n cymryd rhan lawn mewn cyfarfod.
Sgiliau ieithyddol Saesneg:	Rhaid i chi feddu ar y sgiliau ieithyddol canlynol pan fyddwch chi'n dechrau'r swydd. Gwrando a Siarad Lefel 5: Medru cyfrannu'n rhugl a hyderus yng nghyswllt pob agwedd ar y gwaith beunyddiol, gan gynnwys trafod a chynghori ar faterion technegol, arbenigol neu sensitif. Sgiliau Darllen Lefel 5: Gallu deall adroddiadau, dogfennau ac erthyglau y mae'n debygol o ddod ar eu traws yn ystod y gwaith, gan gynnwys cysyniadau cymhleth wedi'u mynegi yn nhermau astrus. Sgiliau Ysgrifennu Lefel 5: Medru llunio gohebiaeth fusnes, adroddiadau byr, negeseuon e-bost a llenyddiaeth hysbysrwydd i safon dderbyniol gyda chymorth cymhorthion iaith. Medru llunio nodiadau manwl tra'n cymryd rhan lawn mewn cyfarfod.
Sgiliau Ymarferol / Personol	• Sgiliau rhyngpersonol a chyfathrebu da, gan gynnwys sgiliau cyflwyno a thrafod; • Medru gweithio yn effeithiol ar ben eich hun neu fel rhan o dîm (gan gynnwys gwaith rhanbarthol fel bo angen) • Trefnus, meddu ar hunan-gymhelliant a chydwybodol • Parchu cyfrinachedd

	• Dibynadwy ac ymroddedig • Medru blaenoriaethu • Brwdfrydig gydag agwedd hyblyg • Medru gweithio o dan bwysau ac o fewn terfynau amser • Medru gweithio y tu allan i oriau swyddfa arferol a gweithio y tu allan i'r oriau hyn yn hyblyg fel bo angen. • Profiad o ddadansoddi a chyflwyno amrediad o ddata perfformiad • Rhannu arfer dda gydag eraill
Profiad Hanfodol	• Statws Athro/awes cymwys • Profiad blaenorol o weithio'n llwyddiannus mewn ysgol a/neu'r Gwasanaeth Addysg • Profiad o weithio yn y rôl CADY • Profiad o weithio gyda disgyblion sydd ag anghenion dysgu ychwanegol • Profiad o baratoi adroddiadau ar gyfer amcanion amrywiol • Parodrwydd i weithio tuag at achrediad/datblygu sgiliau ychwanegol • Sgiliau trefnu a gweinyddu effeithiol • Dull cywir, trefnus a manwl o weithio • Y gallu i ddefnyddio TGCh yn effeithiol, yn hyddysg gyda chyfrifiaduron a meddu ar sgiliau allweddell cyfrifiadurol • Meddwl dadansoddol a chydlynol, a'r gallu i ddefnyddio tystiolaeth i danategu datblygiadau'r gwasanaeth • Sgiliau cydweithio da gydag ysgolion, rhieni, plant a phobl ifanc a chydweithwyr o asiantaethau eraill • Medru adnabod ac ymateb i sefyllfaoedd sensitif • Medru gweithio dan bwysau ac o fewn terfynau amser. • Medru dylanwadu a thrafod ac ennyn hygyrdded partneriaid ac asiantaethau
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	• Hyfforddiant arferion person canolog dau ddiwrnod. • Parodrwydd i fynychu cyrsiau yn ôl yr angen.

Gofynion Dymunol	
Cymwysterau / Hyfforddiant	
Sgiliau Ymarferol / Personol	Dealltwriaeth lawn o ADY a materion cynhwysiant cyfredol Profiad fel CADY Profiad o arwain gwelliannau mewn ysgol a/neu'r Gwasanaeth Addysg a/neu'r Awdurdod Lleol Profiad o gydlynw prosiectau o fewn targedau amser a chyllid

Job Description

Post Name	Additional Learning Needs Advisory Teacher
Service	Schools, Lifelong Learning & Culture
Grade	Soulbury Educational Improvement
Spinal Point/s	8
Salary	£51,125 pro rata
Job Purpose	- Supporting schools to implement the Additional Learning Needs and Education Tribunal (Wales) Act 2018 and the Welsh ALN Code. - Work with pupils to identify and provide advice on meeting their learning needs. - Collaborate with ALN co-ordinators and support staff within our schools. - Collaborate with members of the ALN, Inclusion and Wellbeing and School Improvement teams within Ceredigion Schools Services. - Collaborate with other agencies as needed.
Contractual Work Location/Base	Canolfan Rheidol
Hours of Work	22.2 hours per week
Type of Contract	Part-time
Contract Duration	Fixed Term
Line Managers Job Title	Senior ALN Advisory Teacher
Supervisory/Managerial Responsibilities	N/A
Accountability	Accountable to the Corporate Manager for ALN, Inclusion and Wellbeing
Contractual Terms Associated with the Post	Registered with the Education Workforce Council Experience of working as an ALNCo Full UK Driver's Licence or the ability to travel independently, flexibly, and at short notice to meet service needs

Duties and Responsibilities

The successful candidate will be expected to have extensive experience of teaching children/young people with additional learning needs, either at primary, secondary or more specialist centre level. The role will include:

- Providing advice, guidance and support to schools and organisations in the area of Additional Learning Needs;
- To provide consistent and high quality opportunities for practitioners to undertake suitable and bespoke continuing professional development;
- Offering practical guidance and support in classrooms and specialist centres including state-of-the-art teaching modelling;
- Communicating developments in the field clearly and in a timely manner to schools, offering practical guidance to assist them;
- Working successfully as part of the inclusion team and across the school improvement team;
- Maintaining and continue to develop the most up-to-date knowledge and skills in the field;
- Offering appropriate guidance to organisations in their self-appraisal processes in the field;
- Focusing on improvements in schools identified as priorities in line with support processes;
- Representing the Local Authority at regional and national meetings and conferences as required;
- In conjunction with the Line Manager, ensuring that consistent and professional communication results in effective and coherent service delivery;
- Performing any other duties that the Head of Learning Services assumes to be commensurate with the salary scale of the post.

The individual is expected to:

- be a valued and enthusiastic member of the ALN team;
- have an understanding and experience of working with a wide range of additional learning needs;
- have an understanding and experience of person-centered approaches;
- demonstrate a willingness to develop skills and attitudes that are essential to the role;
- be able to travel in order to work in schools across Ceredigion;

Job Evaluation Post Ref

Person Specification

Essential Requirements	
Academic / Professional / Technical / Vocational Qualifications	Qualified Teacher Status
Welsh Linguistic Skills:	You must possess the following linguistic skills when you start the position. Listening & Speaking Level 5: Can contribute fluently and confidently in relation to all aspects of day-to-day work, including discussing and advising upon technical, specialist or sensitive matters. Reading Skills Level 5: Can understand reports, documents and articles he/she is likely to read during his/her work, including complicated concepts expressed in abstruse terms. Writing Skills Level 5: Can write business correspondence, short reports, e-mail messages and information literature to an acceptable standard with the assistance of language tools. Can write detailed notes in a meeting whilst contributing fully.
English Linguistic Skills:	You must possess the following linguistic skills when you start the position. Listening & Speaking Level 5: Can contribute fluently and confidently in relation to all aspects of day-to-day work, including discussing and advising upon technical, specialist or sensitive matters. Reading Skills Level 5: Can understand reports, documents and articles he/she is likely to read during his/her work, including complicated concepts expressed in abstruse terms. Writing Skills Level 5: Can write business correspondence, short reports, e-mail messages and information literature to an acceptable standard with the assistance of language tools. Can write detailed notes in a meeting whilst contributing fully.
Practical and personal skills	• Good interpersonal and communication skills, including presentation and discussion skills • Be able to work effectively alone or as part of a team (including regional work as required) • Organised, self-motivated and conscientious • Respectful of confidentiality • Reliable and dedicated • Able to prioritise • Enthusiastic with a flexible attitude • Able to work under pressure and within time limits

	• Able to work outside of normal office hours and work outside of these hours flexibly as needed. • Experience of analysing and presenting a range of performance data • Share good practice with others
Required Experience	• Qualified Teacher Status • Previous experience of successfully working in a school and/or the Education Service • Experience of working in the ALNCo role • Experience of working with pupils with additional learning needs • Experience of preparing reports for various objectives • Willingness to work towards accreditation/additional skills development • Effective organisation and administration skills • Accurate, orderly and detailed approach • Ability to use ICT effectively with good computer keyboard skills • Analytical and co-ordinated thinking, and the ability to use evidence to underpin service developments • Good collaboration skills with schools, parents, children and young people and colleagues from other agencies • Be able to identify and respond to sensitive situations • Be able to work under pressure and within time limits • Be able to influence and negotiate and gain the credibility of partners and agencies
Training/education required to be undertaken for the post/worked towards	• Two-day person-centered practice training. • Willingness to attend courses as required.

Desirable Requirements	
Qualifications / Training	
Practical / Personal Skills	Full understanding of ALN and current inclusion issues Experience as an ALNCo Experience of leading improvements in a school and/or the Education Service and/or Local Authority Experience of co-ordinating projects within time and funding targets