

## Disgrifiad Swydd

Teitl Swydd	Arweinydd Crèche ArchusuroI
Gwasanaeth	Porth Cymorth Cynnar
Gradd	6
Gradd/Graddau Cyflog	7 - 10
Cyfeirnod Gwerthuso Swydd	JD 995-01
Cyflog	£26,403 - £27,694 pro rata
Pwrpas y Swydd	<p>Goruchwylio staff wrth ddarparu gwasanaeth crèche i rieni er mwyn i rieni allu mynychu Cyrsiau Rhianta.</p> <p>Sicrhau y bydd pob crèche yn cyrraedd safonau AGGCC.</p> <p>Bydd arweinydd y Crèche yn cymryd cyfrifoldeb cyffredinol am:</p> <ul style="list-style-type: none"> <li>• cynnal y gwaith papur priodol ar gyfer rhedeg y crèche e.e. dogfennau cofrestru, asesiadau risg.</li> <li>• cynnal asesiad risg o'r lleoliad cyn pob sesiwn.</li> <li>• creu amgylchedd croesawgar.</li> <li>• cynllunio a pharatoi gweithgareddau ar gyfer grwpiau o blant ac i ddiwallu anghenion unigol yn ôl yr angen.</li> <li>• Meithrin perthynas â rhieni a phlant. Byddant yn deall pryd i gysylltu â rhieni ar frys a pha wybodaeth y mae angen ei rhannu gyda rhieni neu â staff eraill lle mae pryderon yn codi.</li> <li>• Bydd Arweinydd y Crèche yn gweithio mewn partneriaeth ag ystod o staff eraill.</li> <li>• Byddant yn broffesiynol bob amser ac mae ganddynt ddealltwriaeth dda o ddiogelu a chyfrinachedd.</li> <li>• Bydd Crèches yn cael eu cynnal mewn Canolfannau Teulu yn Aberaeron, Llanbedr Pont Steffan, Tregaron a Borth. Gellir eu rhedeg am rhwng 4-10 wythnos dros gyfnod o hyd at 2 awr. Bydd angen i weithwyr Crèche fod yn hyblyg a bod ag agwedd gadarnhaol at unrhyw heriau a gyflwynir trwy ddarparu crèches mewn ystod o amgylcheddau.</li> </ul>
Lleoliad	<p>Canolfan Lles Llanbedr Pont Steffan</p> <p>Bydd lleoliad gwasanaeth yn amrywio yn ôl lle mae angen gwasanaeth ond bydd y cyfan yn ardaloedd Aberaeron, Llanbedr Pont Steffan, Tregaron a Borth.</p>

Oriau gwaith	Achlysurol
Math o Gytundeb	Achlysurol
Hyd y Contract	Parhaol
Teitl Swydd Rheolwr Llinell	Rheolwr Tîm – Rhianta a Chymorth i Deuluoedd
Cyfrifoldebau goruchwyllo/rheoli	Dim
Atebolrwydd	<ul style="list-style-type: none"> <li>• Bydd Arweinydd Crèche yn atebol am gynnal safonau a gwaith papur CSSIW.</li> <li>• Bod yn atebol i rieni am gadw eu plant yn ddiogel wrth iddynt fynychu cyrsiau.</li> <li>• Dilyn Diogelu, Iechyd a Diogelwch a pholisïau perthnasol eraill wrth arfer eu dyletswyddau.</li> <li>• Bod yn atebol i Arweinydd y Cwrs wrth bennu amserau/dyddiadau a threfniadau staffio ar gyfer pob grŵp.</li> <li>• Bod yn atebol i reolwr yr adeilad am sefydlu a chlirio offer crèche i ffwrdd yn briodol.</li> </ul>
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	<p>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.</p>
Trosolwg o'r Model Gwasanaethau Integredig Llesiant Gydol Oes	<p>Mae'r Model Gwasanaethau Integredig Llesiant Gydol Oes yn ffordd newydd o ddiwallu anghenion pobl drwy sicrhau bod y bobl gywir ar waith i wneud y penderfyniadau cywir ar yr adeg gywir.</p> <p>Bydd y Model Gwasanaethau Integredig Llesiant Gydol Oes yn:</p> <ul style="list-style-type: none"> <li>• Bwynt cyswllt cyntaf i breswylwyr a phartneriaid allweddol</li> <li>• dylunio a darparu pecynnau atal ac ymyrryd cynnar wedi'u teilwra i anghenion unigolion</li> <li>• penderfynu ar y gwasanaethau mwyaf priodol i ddarparu gofal a chymorth mewn modd sy'n gysylltiedig ag amser</li> <li>• Monitro a gwerthuso effaith cefnogaeth</li> </ul>

**DYLETSWYDDAU**

- Cymryd rôl arweiniol wrth drefnu a darparu cyfleusterau crèche neu wasanaethau gofal plant eraill.
- Cefnogi cyflwyno sesiynau grŵp.
- Cymryd rôl arweiniol wrth gynllunio a pharatoi gweithgareddau ar gyfer grwpiau o blant ac i ddiwallu anghenion unigol yn ôl yr angen.
- Bod yn gyfrifol am gynnal asesiad risg o'r safle a'r offer bob tro y caiff ei ddefnyddio.
- Sicrhau bod offer yn cael ei gynnal mewn cyflwr glân a hylendid da.
- Derbyn a gweithredu ar unrhyw adroddiadau o unrhyw beryglon iechyd a diogelwch e.e. teganau wedi'u torri a hylifau'r corff.
- Goruchwylio sefydlu a chlirio unrhyw offer chwarae, yn ogystal â chludo offer os oes angen.
- Arwain wrth drefnu neu gefnogi gweithgareddau chwarae.
- Cefnogi datblygiad y plentyn/plant yn eich gofal.
- Sicrhau gofal corfforol ac emosiynol i'r plant yn y lleoliad.
- Sicrhau bod yr holl ffurflenni gofynnol yn cael eu llenwi ar gyfer pob oedolyn a phlentyn.
- Sicrhau tegwch mynediad a chyfle i oedolion a phlant gael eu hyrwyddo.
- Sicrhau bod yr holl waith yn cael ei wneud gydag ymrwymiad i hawliau plant a bod â dealltwriaeth o werth chwarae ym mywydau plant.
- Hyrwyddo cyfranogiad plant wrth chwarae.
- Gweithio yn unol â holl bolisiâu Cyngor Sir Ceredigion.
- Ymgymryd â dyletswyddau cysylltiedig eraill o'r fath, sy'n gymesur â lefel y cyfrifoldeb.

## Manyleb Person

Hanfodol		
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	NVQ Lefel 3 neu gyfwerth mewn Gofal Plant	
Sgiliau ieithyddol Cymraeg	<p>Gwrando/Siarad: <b>Level 3</b></p> <p>Darllen: <b>Level 2</b></p> <p>Ysgrifennu: <b>Level 2</b></p>	Rhaid sicrhau'r sgiliau ieithyddol Cymraeg a nodir o fewn dwy flynedd o ddechrau'r swydd.
Sgiliau Iaith Saesneg	<p>Gwrando: <b>Level 3</b></p> <p>Darllen: <b>Level 2</b></p> <p>Ysgrifennu: <b>Level 2</b></p>	Rhaid sicrhau'r sgiliau ieithyddol Saesneg a nodir o fewn dwy flynedd o ddechrau'r swydd.
Sgiliau ymarferol a phersonol sydd eu hangen	<ul style="list-style-type: none"> <li>• Gallu arwain tîm o staff yn gymwys.</li> <li>• Sgiliau sefydliadol rhagorol a rhinweddau arwain.</li> <li>• Yn gallu aros yn ddigynnwrf o dan bwysau a gwneud penderfyniad pwylllog.</li> <li>• Personoliaeth gyfeillgar, gyda'r gallu i ddefnyddio sgiliau cyfathrebu da i feithrin perthnasoedd dibynadwy gydag oedolion a phlant.</li> <li>• Gweithiwr tîm da.</li> <li>• Y gallu i ddarparu awyrgylch croesawgar i blant a rhieni.</li> <li>• Y gallu i gynllunio a pharatoi gweithgareddau ar gyfer plant (0-4 oed) o wahanol anghenion.</li> <li>• Sgiliau ymarferol da i gefnogi cyflwyno sesiynau grŵp.</li> <li>• Y gallu i gefnogi datblygiad plant.</li> <li>• Y gallu i ofalu am a diwallu anghenion plant mewn lleoliadau gofal plant, canolfannau teulu a chanolfannau plant integredig.</li> <li>• Ymwybyddiaeth o bryd i alw rhieni oherwydd salwch neu anallu plentyn i ymgartrefu i mewn i crèche.</li> <li>• Deall hawliau plant. Trwydded Gyrru Llawn y DU neu'r gallu i deithio'n annibynnol, yn hyblyg, ac ar fyr rybudd i anghenion y gwasanaeth.</li> </ul>	
Profiad Angenrheidiol	<ul style="list-style-type: none"> <li>• Profiad o arwain tîm o staff.</li> <li>• Gwybodaeth am ofal plant a phrofiad o weithio gyda phlant.</li> <li>• Profiad o arwain a goruchwylio darpariaeth gofal plant, cynllun chwarae, meithrinfa, neu unrhyw leoliad gofal plant arall.</li> <li>• Y gallu i weithio mewn tîm.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Y gallu i gyfathrebu â rhieni a gofalwyr a threfnu gweithgareddau chwarae i blant.</li> <li>• Profiad o drin a chynnal adnoddau, gan gynnwys cofnodion angenrheidiol a monitro gwaith papur.</li> <li>• Dealltwriaeth o werth chwarae ym mywydau plant.</li> </ul>
Hyfforddiant/addysg sy'n ofynnol ar gyfer y swydd/gweithio tuag ato	<ul style="list-style-type: none"> <li>• Amddiffyn Plant Lefel 2</li> <li>• Cymorth Cyntaf</li> </ul>

Dymunol	
Cymwysterau / Hyfforddiant	<ul style="list-style-type: none"> <li>• Tystysgrif Cymorth Cyntaf cyfredol.</li> <li>• Tystysgrif Diogelu Plant gyfredol.</li> <li>• Gwybodaeth dda am ddatblygiad plant.</li> <li>• Unrhyw gymhwyster chwarae perthnasol.</li> </ul>
Sgiliau Ymarferol / Personol	Fel yr uchod.

## Job Description

Post Name	Crèche Leader Relief
Service	Porth Cymorth Cynnar
Grade	6
Salary Point (s)	7 - 10
Job Evaluation Post Ref	JD 995-01
Salary	£26,403 - £27,694 pro rata
Job Purpose	<p>To oversee relief staff in providing a crèche service to parents in order that parents can attend Parenting Courses.</p> <p>To ensure that all crèches will meet CSSIW standards.</p> <p>The Crèche leader will take overall responsibility for:</p> <ul style="list-style-type: none"> <li>• Maintaining the appropriate paperwork for running the crèche e.g. registration documents, risk assessments.</li> <li>• Carrying out a risk assessment of the venue before each session.</li> <li>• Creating a welcoming environment.</li> <li>• Planning and preparation of activities for groups of children and to meet individual needs as required.</li> <li>• They will develop trusting relationships with parents and children. They will understand when to contact parents urgently and what information needs to be shared with parents or with other staff where concerns arise.</li> <li>• The Crèche Leader will work in partnership with a range of other staff and will be good team players.</li> <li>• They will be professional at all times and have a good understanding of safeguarding and confidentiality.</li> <li>• All crèches will be held at Family Centres, Schools, Nurseries, Church Halls or Integrated Children's Centres in Flying Start areas. They can be run for between 4-10 weeks over a period of up to 2 hours. Crèche workers will need to be flexible and have a positive attitude to any challenges presented by delivering crèches in a range of environments.</li> </ul>
Location	Lampeter Well-Being Centre

	Location for service will vary according to where service is needed.
Hours of Work	Casual
Type of Contract	Casual
Contract Duration	Permanent
Line Managers Job Title	Team Manager – Parenting and Family Support
Supervisory/Managerial Responsibilities	None
Accountability	<ul style="list-style-type: none"> <li>• The Crèche Leader will be accountable for maintaining CSSIW standards and paperwork.</li> <li>• To be accountable to parents for the safe keeping of their children while they attend courses.</li> <li>• To follow Safeguarding, Health and Safety and other relevant policies in exercising their duties.</li> <li>• To be accountable to the Course Leader in setting times / dates and staffing arrangements for each group.</li> <li>• To be accountable to the building manager for setting up and clearing away crèche equipment appropriately.</li> </ul>
Contractual Terms Associated with the Post	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.
Overview of the Through Age and Wellbeing Integrated Services Model	<p>The Through Age and Wellbeing Integrated Services Model is a new way of meeting people’s needs by ensuring that the right people are in place to make the right decisions at the right time.</p> <p>The Through Age and Wellbeing Integrated Services Model will:</p> <ul style="list-style-type: none"> <li>• be the first point of contact for residents and key partners</li> <li>• design and deliver early prevention and intervention packages bespoke to individuals’ needs</li> <li>• decide upon the most appropriate services to deliver care and support in a time-related manner</li> <li>• monitor and evaluate the impact of support</li> </ul>

## Duties and Responsibilities

### **DUTIES**

- To take a lead role in organising and delivering the provision of crèche facilities or other childcare services.
- To support the delivery of group sessions.
- To take a lead role in planning and preparation of activities for groups of children and to meet individual needs as required.
- To be responsible for carrying out a risk assessment of the premises and equipment each time it is used.
- To ensure that equipment is maintained in a hygienic state.
- To receive and act on any reports of any health and safety hazards eg. broken toys and body fluids.
- To oversee setting up and clearing away any play equipment, as well as transporting equipment if required.
- To take a lead in organising or supporting play activities.
- Support development of the child / children in your care.
- Ensure physical and emotional care of the children within the premises.
- To ensure that all required forms are completed for all adults and children.
- To ensure equality of access and opportunity for adults and children is promoted.
- To ensure all work is carried out with a commitment to children's rights and to have an understanding of the value of play in children's lives.
- To promote children's participation in play.
- To work in line with all Ceredigion County Council policies.
- To undertake such other related duties, commensurate with the level of responsibility.

## Person Specification

Essential		
Academic / Professional / Technical / Vocational Qualifications	<ul style="list-style-type: none"> <li>Level 3 NVQ or equivalent in Childcare</li> </ul>	
Welsh Linguistic Skills	Listening/Speaking: <b>Level 3</b> Reading: <b>Level 2</b> Writing <b>Level 2</b>	The Welsh linguistic skills noted must be attained within two years of appointment.
English Linguistic Skills	Listening/Speaking: <b>Level 3</b> Reading: <b>Level 2</b> Writing <b>Level 2</b>	The English linguistic skills noted are required on appointment.
Required practical and personal skills	<ul style="list-style-type: none"> <li>Able to lead a team of staff competently.</li> <li>Excellent organisational skills and leadership qualities.</li> <li>Able to remain calm under pressure and make measured decision.</li> <li>Friendly personality, with the ability to use good communication skills to build trusting relationships with both adults and children.</li> <li>Good team worker good organizing skills.</li> <li>Ability to provide a welcoming atmosphere for both children and parents.</li> <li>Ability to plan and prepare activities for children (0-4yrs) of different needs.</li> <li>Good practical skills to support the delivery of group sessions.</li> <li>Ability to support children's development.</li> <li>Ability to care for and meet the needs of children in childcare settings, family centres, and Integrated Children's Centres.</li> <li>An awareness of when to call parents due to child's illness or inability to settle in to crèche.</li> <li>Have an understanding of children's rights.</li> <li>Full UK Driver's Licence or the ability to travel independently, flexibly, and at short notice to meet service needs.</li> </ul>	
Required Experience	Experience of leading a team of staff. <ul style="list-style-type: none"> <li>Knowledge of childcare and experience in working with children.</li> <li>Experience in leading and overseeing childcare provision, play scheme, crèche, nursery or any other childcare setting.</li> <li>Ability to work within a team.</li> <li>Ability to communicate with parents and carers and organise play activities for children.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Experience in handling and maintaining resources, including necessary records and monitoring paperwork.</li> <li>• Understanding of the value of play in children's lives.</li> </ul>
Training/education required to be undertaken for the post/worked towards	<ul style="list-style-type: none"> <li>• Child Protection level 2</li> <li>• First Aid</li> </ul>

Desirable	
Qualifications / Training	<ul style="list-style-type: none"> <li>• Current First Aid certificate.</li> <li>• Current Child Protection Certificate.</li> <li>• Good knowledge of child development.</li> <li>• Any relevant play qualification.</li> </ul>
Practical / Personal Skills	<ul style="list-style-type: none"> <li>• As above</li> </ul>