Disgrifiad Swydd

Teitl y Swydd	Athro/Athrawes Uned Cyfeirio Disgyblion
Gwasanaeth	Ysgolion, Gydol Oes a Diwylliant
Graddfa	Prif-raddfa Cyflog Athrawon
Cyflog	£33,731 - £51,942 pro rata
Pwrpas y Swydd	Cynnal safonau dysgu ac addysgu uchel ar gyfer disgyblion sy'n mynychu'r Uned Cyfeirio Disgyblion (UCD), dyfeisio a rheoli pecynnau cymorth addysgol a lles i ddiwallu Anghenion Dysgu Ychwanegol ein disgyblion, sicrhau iechyd, diogelwch a lles pob disgybl drwy waith amlasiantaeth cydweithredol, goruchwylio darpariaeth gofal bugeiliol o safon uchel, meithrin amgylchedd ysgol cynhwysol a phositif i hyrwyddo ymgysylltiad a lles y disgyblion, a chydweithio fel rhan o dîm i sicrhau darpariaeth ddyddiol effeithiol o fewn yr uned.
Lleoliad	UCD Ceredigion, Abeareron
Oriau Gwaith	19.5 awr yr wythnos
Math o Gytundeb	Rhan-amser
Hyd y Cytundeb	Cyfnod Penodedig
Teitl swydd y Rheolwr Llinell	Pennaeth Uned Cyfeirio Disgyblion Ceredigion
Cyfrifoldebau Goruchwylio / Rheoli	Dim
Atebolrwydd	Pennaeth, Bwrdd Rheoli'r UCD, Gwasanaeth Ysgolion
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	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.

Dyletswyddau a chyfrifoldebau	
• Cynnal safonau dysgu ac addysgu uchel i sicrhau'r deilliannau addysgol gorau i ddisgyblion o bob oed. • Cyflenwi cyrsiau ac achrediadau i helpu disgyblion i ailintegreiddio i addysg brif ffrwd, neu i bontio i addysg bellach a hyfforddiant, gan leihau'r perygl o fod yn NEET. • Meithrin amgylchedd diogel, hapus a chynhwysol o fewn yr uned i annog disgyblion i gymryd rhan. • Cynorthwyo i redeg yr uned yn effeithlon o ddydd i ddydd. • Cydweithio ag aelodau'r Tîm Cymorth Ymddygiad i roi cymorth wedi'i deilwra a rhaglenni ymyrraeth ar waith ar gyfer y disgyblion mwyaf agored i niwed o fewn yr Awdurdod Lleol. • Monitro a thracio ymddygiad, lles a chynnydd academaidd disgyblion agored i niwed gan ddefnyddio dulliau asesu amrywiol. • Cydweithio â rhanddeiliaid ledled y Sir i sicrhau darpariaethau priodol ac ymyriadau wedi'u targedu i fynd i'r afael ag anghenion cymdeithasol, emosiynol ac ymddygiadol disgyblion unigol. • Datblygu perthnasoedd gwaith positif â gweithwyr proffesiynol amrywiol sy'n cynorthwyo pobl ifanc yn y grŵp targed, gan gynnwys y Gwasanaeth Cynhwysiant, Gwasanaeth Troseddwyr Ifanc, Gyrfa Cymru, Ceredigion Actif, y Gwasanaethau Cymdeithasol, a Phartneriaethau Fframwaith. • Cymryd rhan mewn cyfleoedd hyfforddi sy'n anelu at wella deilliannau plant, megis Adfer ar ôl Trawma a Phrofiadau Niweidiol yn Ystod Plentyndod.	
Cyfeirnod at Ddibenion Gwerthuso Swyddi	

Manyleb Person

Gofynnol		
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	• Amrywiaeth da o bynciau TGAU: Mathemateg a Saesneg, Cymraeg. • Lefel A neu Gymhwyster Cyfatebol neu GNVQ. • Gradd Perthnasol mewn addysg • Cymhwyster Athro Sefydledig	
Sgiliau Ieithyddol Cymraeg	Gwrando/Siarad: **Lefel 5** Darllen: **Lefel 5** 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 a rhyngbersonol cryf, ynghyd â'r gallu i gydweithio'n effeithiol ag unigolion a grwpiau amrywiol. • Sgiliau trafod da i ddatrys unrhyw anghydfod a hwyluso cydweithrediad. • Sgiliau rheoli ymddygiad effeithiol i gynnal amgylchedd dysgu positif. • Yn dangos agwedd gynhwysol a pharch tuag at amrywiaeth, gan feithrin awyrgylch croesawgar i bawb. • Yn dangos empathi ac yn dda am gyfathrebu gyda disgyblion a phobl ifanc agored i niwed neu heriol. • Yn gallu weithio ar eich liwt eich hun neu fel rhan o dîm, gan addasu i sefyllfaoedd gwahanol. • Agwedd hyblyg tuag at ddatrys problemau, gan fynd i'r afael â heriau mewn ffordd greadigol a hyblyg. • Yn hunanwerthuso anghenion dysgu ac yn chwilio'n barhaus am gyfleoedd i wella. • Dealltwriaeth drylwyr ac yn cadw at bolisïau, gweithdrefnau a phrosesau. • Agwedd arloesol a chreadigol tuag at gynorthwyo pobl ifanc agored i niwed a heriol. • Yn dangos dibynadwyedd ac ymrwymiad i gadw cyfrinachedd. • Cynnal perthnasoedd proffesiynol â phobl ifanc a phartneriaid allanol, gan feithrin cydweithrediad a pharch ar y ddwy ochr.	
Profiad Hanfodol	• Profiad blaenorol neu ddiddordeb brwd mewn cynorthwyo pobl agored i niwed gydag anghenion cymdeithasol, emosiynol, ymddygiadol, ac Anghenion Dysgu Ychwanegol. • Yn gallu dangos profiad o weithio'n effeithiol â disgyblion a phobl ifanc agored i niwed a heriol. • Profiad o ddarparu ar gyfer disgyblion gydag Anghenion Dysgu Ychwanegol ac Anghenion Iechyd Meddwl. • Yn gyfarwydd â gweithdrefnau diogelu plant, a sicrhau diogelwch a lles disgyblion.	

	• Enw da am gydweithio ag asiantaethau, gwasanaethau ac adrannau amrywiol. • Dealltwriaeth o'r materion sy'n effeithio ar fywydau pobl ifanc heddiw. • Ymwybyddiaeth o bolisïau a deddfwriaeth arwyddocaol sy'n berthnasol i bobl ifanc. • Yn gyfarwydd â'r holl wasanaethau, adrannau ac asiantaethau sy'n cynorthwyo disgyblion a phobl ifanc yng Ngheredigion. • Dealltwriaeth o hawliau pobl ifanc, i sicrhau triniaeth a chyfleoedd teg.
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	• Sgiliau Siarad Cymraeg Lefel 5 • Amddiffyn Plant Lefel 2 • Team Teach

Dymunol	
Cymwysterau / Hyfforddiant	<u>Cymwysterau Dymunol:</u> • Amddiffyn Plant Lefel 2 • Cymorth Cyntaf Lefel 2 • TEAM TEACH Lefel 1 neu 2 Datblygiadau proffesiynol eraill yn ymwneud â Chynhwysiant: e.e. Ymlyniad, Hyfforddiant ar Emosiwn, Disgyblaeth Gadarn, Ymarfer sy'n ymwneud â Thrawma, Cyfiawnder Ieuenctid, Gwaith Ieuenctid a Model Adfer yn dilyn Trawma.
Sgiliau Ymarferol / Personol	

Job Description

Post Name	Teacher at Ceredigion PRU
Service	Schools, Lifelong Leaning and Culture
Grade	Main Teacher Pay Scale
Salary	£33,731 - £51,942 pro rata
Job Purpose	To maintain high standards in teaching and learning for pupils attending the PRU, devise and manage educational and wellbeing support packages that cater to the Additional Learning Needs of our pupils, ensure the health, safety, and wellbeing of all pupils through collaborative multi-agency work, oversee the delivery of high-quality pastoral care, cultivate an inclusive and positive school environment to promote good pupil engagement and wellbeing, and collaborate as part of a team to ensure effective daily provision within the unit.
Location	Ceredigion Pupil Referral Unit, Aberaeron
Hours of Work	19.5
Type of Contract	Part-time
Contract Duration	Fixed Term
Line Managers Job Title	Headteacher
Supervisory/Managerial Responsibilities	None
Accountability	Headteacher, Management Committee, School Service
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.

Duties and Responsibilities	
• Maintain high standards of teaching and learning to achieve optimal educational outcomes for students of all ages. • Deliver courses and accreditations to facilitate the reintegration of pupils into mainstream education or transition to further education and training, thereby reducing the risk of NEET status. • Cultivate a secure, happy, and inclusive environment within the unit to foster student engagement. • Assist in the efficient day-to-day operations of the unit. • Collaborate with members of the Behaviour Support Team to implement tailored support and intervention programs for the most vulnerable pupils within the Local Authority. • Monitor and track the behaviour, wellbeing, and academic progress of vulnerable pupils using diverse assessment methods • Liaise with stakeholders across the County to ensure the delivery of appropriate provisions and targeted interventions addressing the individual social, emotional, and behavioural needs of pupils. • Develop positive working relationships with various professionals supporting young people in the target group, including the Inclusion Service, Youth Offending Service, Careers Wales, Ceredigion Activ, Social Services, and Framework Partnerships. • Participate in training opportunities aimed at enhancing children's outcomes, such as Trauma Recovery and Adverse Childhood Experiences (ACEs).	
Job Evaluation Post Ref	

Person Specification

	Essential		
Academic / Professional / Technical / Vocational Qualifications	• Good range of GCSE's: Maths and English, Welsh. • A Level or Equivalent or GNVQ • Degree • Teaching Certificate		
Welsh Linguistic Skills	Listening/Speaking: Reading: Writing	**Level 5** **Level 5** **Level 4**	The Welsh linguistic skills noted must be attained within two years of appointment.
English Linguistic Skills	Listening/Speaking: Reading: Writing	**Level 5** **Level 5** **Level 5**	The English linguistic skills noted are required on appointment
Practical and personal skills	• Strong communication and interpersonal skills, with the ability to effectively engage with diverse individuals and groups. • Proficient negotiation skills to resolve conflicts and facilitate cooperation. • Effective behaviour management skills to maintain a positive learning environment. • Demonstrated inclusivity and respect for diversity, fostering a welcoming atmosphere for all. • Empathetic and adept at building rapport with vulnerable or challenging pupils and young people. • Capacity to work autonomously or collaboratively within a team, adapting to various situations. • Flexible approach to problem-solving, addressing challenges with creativity and adaptability. • Proactive in self-evaluating learning needs and seeking continuous improvement opportunities. • Thorough understanding and adherence to relevant policies, procedures, and processes. • Innovative and creative approach to supporting vulnerable and challenging young people. • Demonstrated reliability, trustworthiness, and commitment to maintaining confidentiality. • Maintaining professional relationships with young people and external partners, fostering mutual respect and collaboration.		
Required Experience	• Previous experience or keen interest in supporting vulnerable pupils with social, emotional, behavioural, Additional Learning Needs. • Demonstrated experience in effectively working with challenging vulnerable pupils and young people. • Experience in catering to pupils with diverse Additional Learning Needs and Mental Health Needs. • Familiarity with child safeguarding procedures, ensuring the safety and welfare of pupils.		

	• Track record of collaborating with various agencies, services, and departments. • Understanding of current issues affecting young people's lives. • Awareness of significant policies and legislation relevant to young people. • Familiarity with the range of services, departments, and agencies supporting pupils and young people in Ceredigion. • Understanding of young people's rights and entitlements, ensuring fair treatment and opportunities.
Training/education required to be undertaken for the post/worked towards	• Welsh Speaking Skills Level 5 • Child Protection Level 2 • TEAM TEACH

Desirable	
Qualifications / Training	• Child Protection Level 2 • First Aid Level 1 or 2 • TEAM TEACH Level 2 Other professional development relating to Inclusion: e.g. Attachment, Emotion Coaching, Assertive Discipline, Trauma Recovery, ACEs