

## Disgrifiad Swydd

<b>Teitl y Swydd</b>	Rheolwr Partneriaeth Gymunedol – Cymuned Aberteifi
<b>Gwasanaeth</b>	Ysgolion, Gydol Oes a Diwylliant
<b>Graddfa</b>	9
<b>Pwynt/iau Cyflog</b>	24 - 26
<b>Cyflog</b>	£35,412 - £37,280 y flwyddyn
<b>Pwrpas y Swydd</b>	<p>Ymgysylltu â chymunedau difreintiedig i ddatblygu cynllun ymgysylltu â'r gymuned, annog defnydd o gyfleusterau ysgol, integreiddio partneriaid allweddol, cefnogi pobl ifanc a'u teuluoedd a chanolbwyntio ar strategaethau ar gyfer delio â phresenoldeb a lles.</p> <p>Cefnogi presenoldeb pobl ifanc a theuluoedd sydd wedi ymddieithrio ar draws y ddau safle a gweithio ochr yn ochr â chydweithwyr i ddylunio amserlenni pwrpasol i gefnogi presenoldeb gwell.</p> <p>Sicrhau mynediad cyfartal i gyfleoedd ac annog cyfranogiad pobl ifanc difreintiedig mewn gweithgareddau cwricwlwm ac allgyrsiol.</p>
<b>Lleoliad Gwaith Cytundebol</b>	Ysgol Gynradd Aberteifi
<b>Oriau Gwaith</b>	37 yr wythnos
<b>Math o Gytundeb</b>	Llawn-amser
<b>Hyd y Cytundeb</b>	Cyfnod Penodedig
<b>Teitl swydd y Rheolwr Llinell</b>	Rheolwr Corfforaethol ADY, Cynhwysiant a Lles
<b>Cyfrifoldebau Goruchwyllo / Rheoli</b>	Ar adegau, bydd y cydlynnydd yn goruchwyllo ac yn cefnogi prentisiaid, gwirfoddolwyr a rhanddeiliaid ehangach (grwpiau cymunedol) yn ôl yr angen. Fodd bynnag, ni fydd ganddynt gyfrifoldeb rheoli llinell uniongyrchol.
<b>Atebolrwydd</b>	Yn atebol i'r Rheolwr Corfforaethol ADY, Cynhwysiant a Lles
<b>Telerau Cytundebol sy'n Gysylltiedig â'r Swydd</b>	<p>Trwydded Yrru Lawn y DU neu'r gallu i deithio'n annibynnol, yn hyblyg ac ar fyr rybudd i fodloni anghenion y gwasanaeth</p> <p>Mae diogelu ac amddiffyn oedolion mewn perygl a phlant yn flaenoriaethau allweddol i ni. Ein nod yw cefnogi oedolion mewn perygl, plant a phobl ifanc er mwyn sicrhau eu bod mor ddiogel ag y gallant fod. Rydym yn cydnabod eu hawl i gael eu diogelu a byddant yn cymryd camau i ddiogelu eu lles. Disgwylir i bob aelod o staff a gwirfoddolwr rannu'r ymrwymiad hwn, a bydd arnom angen Gwriad Manylach gan y Gwasanaeth Datgelu a Gwahardd (DBS), y Swyddfa Cofnodion Troseddol gynt cyn penodi i'r swydd hon.</p>

## Dyletswyddau a chyfrifoldebau

Gweithio ar y cyd gyda chydweithwyr ar draws lleoliadau addysgol i gydlynu a hwyluso'r canlynol:

- Gweithio gyda'r Uwch Dîm Arwain yn yr ysgol i fynd i'r afael â materion ymgysylltu â'r gymuned, teuluoedd a disgyblion
- Datblygu Cynllun Ymgysylltu â'r Gymuned, mapio rhanddeiliaid allweddol, a nodi ffyrdd y gallai gweithio mewn partneriaeth fod o fudd i'r ysgol, disgyblion a'r gymuned.
- Mynd i'r afael â materion sy'n ymwneud â defnydd cymunedol o gyfleusterau'r ysgol.
- Datblygu neu integreiddio gyda strwythur partneriaeth i ddatblygu strategaethau ar y cyd ag asiantaethau eraill megis gofal iechyd, Cydlynwyr Ysgolion Iach, gwasanaethau cymdeithasol, Swyddogion Lles Addysgol, ymgysylltu a dilyniant ieuencid, y trydydd sector, chwaraeon a hamdden, llyfrgelloedd, dysgu oedolion, blynyddoedd cynnar ac ati.
- Datblygu adroddiad ar sut y gall yr ysgol/ysgolion ddefnyddio adnoddau cymunedol i gefnogi plant a'u teuluoedd, a hefyd sut y gall yr ysgol/ysgolion gefnogi teuluoedd a'r gymuned ehangach.
- Ystyriwch sut i gefnogi plant o gefndiroedd difreintiedig a'r rhai sydd â nodweddion gwarchoddedig, mewn gofal neu eraill.
- Datblygu strategaethau ar gyfer delio â materion presenoldeb, cyrhaeddiad isel a materion lles i ddisgyblion difreintiedig a monitro eu heffaith.
- Gweithio gyda chydweithwyr i helpu i fynd i'r afael â materion presenoldeb a'r angen am ail-ymgysylltu â dysgu.
- Cefnogi ysgolion gyda strategaethau a chyfleoedd sy'n ymgysylltu â dysgwyr difreintiedig trwy osod dyheadau uchel, ysgogi dysgwyr, cefnogi datblygiad amserlenni pwrpasol ac ati sy'n arwain at well ymddygiad.
- Annog a hwyluso rhieni/gofalwyr i gael mynediad at gyfleoedd dysgu oedolion a fyddai'n eu galluogi i gefnogi dysgu, lles neu fudd arall eu plant yn well.
- Dros amser, dechrau ymgysylltu â chymunedau eraill yn yr ardal leol a allai elwa o fynediad i'r ysgol, cymuned yr ysgol a chyfleoedd cwricwlaidd pwrpasol.

**Cyfeirnod at Ddibenion Gwerthuso  
Swyddi**

JD 1576

## Manyleb y Person

Gofynion Hanfodol	
<b>Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol</b>	Gradd mewn Gwaith Ieuenctid a Chymunedol, Cyfiawnder Ieuenctid, Gofal Cymdeithasol, Addysg, Rheoli Prosiectau, Seicoleg neu debyg; neu bedair blynedd o brofiad mewn maes perthnasol o fewn addysg
<b>Sgiliau Ieithyddol Cymraeg:</b>	<p><b>Rhaid i chi feddu ar y sgiliau ieithyddol canlynol pan fyddwch chi'n dechrau'r swydd.</b></p> <p><b>Gwranddo a Siarad</b>  <b>Lefel 5:</b> 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.</p> <p><b>Sgiliau Darllen</b>  <b>Lefel 4:</b> Gallu deall gohebiaeth ac adroddiadau wedi'u mynegi mewn iaith safonol.</p> <p><b>Sgiliau Ysgrifennu</b>  <b>Lefel 4:</b> Medru llunio gohebiaeth fusnes, adroddiadau byr, negeseuon e-bost a llenyddiaeth hysbysrwydd gyda chymorth golygyddol.</p>
<b>Sgiliau Ieithyddol Saesneg:</b>	<p><b>Rhaid i chi feddu ar y sgiliau ieithyddol canlynol pan fyddwch chi'n dechrau'r swydd.</b></p> <p><b>Gwranddo a Siarad</b>  <b>Lefel 5:</b> 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.</p> <p><b>Sgiliau Darllen</b>  <b>Lefel 4:</b> Gallu deall gohebiaeth ac adroddiadau wedi'u mynegi mewn iaith safonol.</p> <p><b>Sgiliau Ysgrifennu</b>  <b>Lefel 4:</b> Medru llunio gohebiaeth fusnes, adroddiadau byr, negeseuon e-bost a llenyddiaeth hysbysrwydd gyda chymorth golygyddol.</p>
<b>Sgiliau Ymarferol / Personol</b>	<ul style="list-style-type: none"> <li>• Mae'r gallu i gyfathrebu yn Gymraeg a Saesneg yn hanfodol.</li> <li>• Mae'r galli i ymchwilio a gwneud ceisiadau am gyllid allanol ar gyfer hywyrddo cymorth ymddygiadol gyda phlant a phobl ifanc yn rhan annatod ar rôl hon.</li> <li>• Sgiliau trafod a chyfathrebu rhagorol.</li> </ul>

- Y gallu i weithio'n annibynnol ac fel rhan o dîm.
- Gallu a chymhwysedd wrth weithio mewn gwahanol leoliadau addysgol, gan gynnwys cymorth yn yr ysgol, allgymorth, ar wahân, canolfannau a chymunedol.
- Y gallu i adeiladu perthnasoedd cadarnhaol gyda phlant a phobl ifanc sy'n agored i niwed a bod yn arloesol a chreadigol wrth gefnogi eu datblygiad.
- Y gallu i hunanwerthuso anghenion a chwilio am gyfleoedd newydd yn weithredol.
- Y gallu i adeiladu a chynnal perthnasoedd proffesiynol wrth weithio gyda phlant, pobl ifanc a phartneriaid cyflenwi allanol.
- Y gallu i weithio ochr yn ochr â staff a gwirfoddolwyr rhan-amser.
- Y gallu i gydlynu a chael cyfrifoldeb am amrywiaeth o adnoddau y Gwasanaeth a chyllidebau dynodedig.
- Dangos y gallu i weithio mewn amgylchedd nad yw'n stigmatiddio.
- Y gallu i gynllunio, monitro a gwerthuso darpariaeth gwasanaeth i ddiwallu anghenion a nodwyd.
- Ymrwymiad i ddatblygu cyfleoedd hyfforddi i ddiwallu anghenion staff, plant a phobl ifanc (llawn/rhan-amser a gwirfoddol).
- Ymrwymiad i ddatblygu partneriaeth a chydweithio â sefydliadau eraill, gan gynnwys y sector gwirfoddol.
- Y gallu i reoli amser yn effeithiol, trefnu a blaenoriaethu llwythi gwaith o fewn dyddiadau cau.
- Y gallu i nodi, gwerthuso a blaenoriaethu anghenion unigolion a chymunedau ac i wneud argymhellion ynghylch defnyddio adnoddau.
- Dealltwriaeth ac ymrwymiad i gyfleoedd cyfartal.
- Gweithredu sy'n canolbwyntio ar ymrwymiad i ddysgu a chyflawniad gydol oes.
- Y gallu i resymu a datrys materion mewn modd dadansoddol
- Lefel uchel o sgiliau cyfathrebu llafar ac ysgrifenedig ac yn gymwys wrth ddefnyddio TGCh.
- Trwydded Yrru Lawn y DU neu'r gallu i deithio'n annibynnol, yn hyblyg, ac ar fyr rybudd i ddiwallu anghenion gwasanaeth.
- Gallu gweithio y tu allan i oriau swyddfa arferol, ar benwythnosau a nosweithiau (gan gynnwys gwyliau).

<p><b>Profiad Hanfodol</b></p>	<ul style="list-style-type: none"> <li>• Profiad o weithio gyda phlant a phobl ifanc sy'n agored i niwed.</li> <li>• Profiad o gydlynw a chyflawni cyfleoedd gan gynnwys rheoli digwyddiadau a phrosiectau.</li> <li>• Profiad neu wybodaeth am weithdrefnau amddiffyn plant a diogelu.</li> <li>• Profiad o gydlynw a chyflwyno cwricwlwm amrywiol o weithgareddau addysgol i blant a phobl ifanc, e.e. addysg awyr agored, chwaraeon, lles ac yn y blaen.</li> <li>• Profiad o weithio'n agos gyda gweithwyr proffesiynol allanol a rhanddeiliaid allweddol wrth drafod ac eirioli ar ran plant a phobl ifanc i sicrhau canlyniadau.</li> <li>• Profiad o weithio mewn amrywiaeth o leoliadau ymddygiad a gwaith ieuencid, gan gynnwys ysgolion, allgymorth, ar wahân, canolfannau a chymunedol.</li> <li>• Dealltwriaeth o'r materion allweddol sy'n effeithio ar fywydau plant a phobl ifanc heddiw.</li> <li>• Ymwybyddiaeth o'r prif bolisïau a deddfwriaeth sy'n ymwneud â phlant a phobl ifanc.</li> <li>• Ymwybyddiaeth a gwybodaeth ragorol o'r gwahanol wasanaethau, adrannau ac asiantaethau sy'n cefnogi plant a phobl ifanc yng Ngheredigion.</li> <li>• Dealltwriaeth am hawliau plant a phobl ifanc.</li> </ul>
<p><b>Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd</b></p>	<p>Parodrwydd i ymgymryd â rhaglen berthnasol o Ddatblygiad Proffesiynol Parhaus yn ôl yr angen</p>

<p><b>Gofynion Dymunol</b></p>	
<p><b>Cymwysterau / Hyfforddiant</b></p>	<p>Cymorth Cyntaf Lefel 2</p> <p>Datblygiad proffesiynol arall sy'n ymwneud â Chynhwysiant: e.e. Ymlyniad, Hyfforddi Emosiynau, Assertive Discipline, Trauma Informed Practice, Youth Justice, Trauma Recovery Model.</p>
<p><b>Sgiliau Ymarferol / Personol</b></p>	

## Job Description

<b>Post Name</b>	Community Partnership Manager – Cardigan Community
<b>Service</b>	Schools, Lifelong Learning & Culture
<b>Grade</b>	9
<b>Spinal Point/s</b>	24 - 26
<b>Salary</b>	£35,412 - £37,280 per annum
<b>Job Purpose</b>	<p>Engage with disadvantaged communities to develop a community engagement plan, encourage the use of school facilities, integrate key partners, support young people and their families and focus on strategies for dealing with attendance and wellbeing.</p> <p>Support the attendance of disengaged young people and families across both sites and working alongside colleagues to design bespoke timetables to support improved attendance.</p> <p>Ensure equal access to opportunities and encouraging the participation of disadvantaged young people in curriculum and extra-curricular activities.</p>
<b>Contractual Work Location/Base</b>	Ysgol Gynradd Aberteifi
<b>Hours of Work</b>	37 hours a week
<b>Type of Contract</b>	Full-time
<b>Contract Duration</b>	Fixed Term
<b>Line Managers Job Title</b>	Corporate Manager – ALN Inclusion & Wellbeing
<b>Supervisory/Managerial Responsibilities</b>	At times, the co-ordinator will supervise and support apprentices, volunteers and wider stakeholders (community groups) as required. However, they will not have direct line management responsibility.
<b>Accountability</b>	Accountable to the Corporate Manager for ALN, Inclusion and Wellbeing
<b>Contractual Terms Associated with the Post</b>	<p>Full UK Driver's Licence or the ability to travel independently, flexibly, and at short notice to meet service needs.</p> <p>Safeguarding and protecting adults at risk and children are key priorities for us. We aim to support adults at risk, children and young people to ensure they are as safe as they can possibly be. We acknowledge their 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 before appointing to this post.</p>

## Duties and Responsibilities

Working collaboratively with colleagues across educational settings to co-ordinate and facilitate the following:

- Work with the Senior Leadership Team in the school to address engagement issues with the community, families and pupils
- Develop a Community Engagement Plan, map key stakeholders, and identify ways in which partnership working could benefit the school, pupils and community.
- To address issues relating to community use of school facilities.
- Develop or integrate with a partnership structure to develop strategies in collaboration with other agencies such as healthcare, Healthy Schools Co-ordinators, social services, Educational Wellbeing Officers, youth engagement and progression, the third sector, sport and leisure, libraries, adult learning, early years etc.
- Develop a report on how the school(s) can use community resources to support children and their families, and also how the school(s) can support families and the wider community.
- Consider how to support children from disadvantaged backgrounds and those with protected characteristics, in care or others.
- Develop strategies for dealing with attendance, low attainment and welfare issues for disadvantaged pupils and monitor their impact.
- Work with colleagues to help address attendance issues and the need for re-engagement with learning.
- Supporting schools with strategies and opportunities that engage disadvantaged learners by setting high aspirations, motivating learners, supporting the development of bespoke timetables etc that lead to better behaviour.
- Encourage and facilitate parents/carers to access adult learning opportunities that would enable them to better support their children's learning, wellbeing or other benefit.
- Over time, begin to engage with other communities in the local area who could benefit from access to the school, the school community and bespoke curricular opportunities.

**Job Evaluation Post Ref**

JD 1576

## Person Specification

Essential Requirements	
<b>Academic / Professional / Technical / Vocational Qualifications</b>	Degree in Youth and Community Work, Youth Justice, Social Care, Education, Psychology, Project Management or similar; or four years of experience in a relevant field within education
<b>Welsh Linguistic Skills:</b>	<p><b>You must possess the following linguistic skills when you start the position.</b></p> <p><b>Listening &amp; Speaking</b>  <b>Level 5:</b> 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.</p> <p><b>Reading Skills</b>  <b>Level 4:</b> Can understand correspondence and reports expressed in standard language.</p> <p><b>Writing Skills</b>  <b>Level 4:</b> Can write business correspondence, short reports, e-mail messages and information literature with editorial assistance.</p>
<b>English Linguistic Skills:</b>	<p><b>You must possess the following linguistic skills when you start the position.</b></p> <p><b>Listening &amp; Speaking</b>  <b>Level 5:</b> 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.</p> <p><b>Reading Skills</b>  <b>Level 4:</b> Can understand correspondence and reports expressed in standard language.</p> <p><b>Writing Skills</b>  <b>Level 4:</b> Can write business correspondence, short reports, e-mail messages and information literature with editorial assistance.</p>
<b>Practical and personal skills</b>	<ul style="list-style-type: none"> <li>• The ability to communicate in Welsh and English is essential.</li> <li>• The ability to research and apply for external funding for the promotion of behavioural support with children and young people is integral to this role.</li> <li>• Excellent negotiation and communication skills.</li> <li>• The ability to work independently and as part of a team.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability and competence in working in a variety of educational settings, including in-school support, outreach, segregation, centres and community.</li> <li>• Ability to build positive relationships with vulnerable children and young people and to be innovative and creative in supporting their development.</li> <li>• Ability to actively self-evaluate needs and seek out new opportunities.</li> <li>• Ability to build and maintain professional relationships whilst working with children, young people and external delivery partners.</li> <li>• Ability to work alongside part-time staff and volunteers.</li> <li>• Ability to co-ordinate and have responsibility for a variety of Service resources and designated budgets.</li> <li>• Demonstrate the ability to work in a non-stigmatizing environment.</li> <li>• Ability to plan, monitor and evaluate service provision to meet identified needs.</li> <li>• A commitment to developing training opportunities to meet the needs of staff, children and young people (full-time/part-time and voluntary).</li> <li>• A commitment to developing partnership and collaboration with other organisations, including the voluntary sector.</li> <li>• The ability to effectively manage time, organize and prioritise workloads within deadlines.</li> <li>• The ability to identify, evaluate and prioritise the needs of individuals and communities and to make recommendations about the use of resources.</li> <li>• Understanding and commitment to equal opportunities.</li> <li>• Action focused on commitment to lifelong learning and achievement.</li> <li>• Ability to reason and resolve issues in an analytical manner</li> <li>• A high level of oral and written communication skills and competent in the use of ICT.</li> <li>• A Full UK Driving Licence or the ability to travel independently, flexibly, and at short notice to meet service needs.</li> <li>• Be able to work outside normal office hours, at weekends and evenings (including holidays).</li> </ul>
<b>Required Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with vulnerable children and young people.</li> </ul>

	<ul style="list-style-type: none"> <li>• Experience of coordinating and delivering opportunities including event and project management.</li> <li>• Experience or knowledge of child protection and safeguarding procedures.</li> <li>• Experience of coordinating and delivering a diverse curriculum of educational activities for children and young people, e.g. outdoor education, sport, wellbeing and so on.</li> <li>• Experience of working closely with external professionals and key stakeholders in discussing and advocating on behalf of children and young people to deliver results.</li> <li>• Experience of working in a variety of behaviour and youth work settings, including schools, outreach, segregation, centres and community.</li> <li>• An understanding of the key issues affecting the lives of children and young people today.</li> <li>• Awareness of the main policies and legislation relating to children and young people.</li> <li>• Excellent awareness and knowledge of the various services, departments and agencies that support children and young people in Ceredigion.</li> <li>• Knowledge of children and young people's rights and entitlements.</li> </ul>
<b>Training/education required to be undertaken for the post/worked towards</b>	A willingness to undertake a relevant programme of Continued Professional Development as required

Desirable Requirements	
<b>Qualifications / Training</b>	First Aid Level 2  Other professional development relating to Inclusion: e.g. Attachment, Emotion Coaching, Assertive Discipline, Trauma Informed Practice, Youth Justice, Youth Work and Trauma Recovery Model.
<b>Practical / Personal Skills</b>	