Disgrifiad Swydd

Teitl y Swydd	Cynorthwyydd Crèche / Gweithiwr Chwarae (wrth gefn)
Gwasanaeth	Porth Cymorth Cynnar
Graddfa	2
Pwynt/iau Cyflog	1 - 2
Cyflog	£24,413 pro rata
Pwrpas y Swydd	• Helpu'r Tîm Rhianta a Chymorth i Deuluoedd i ddarparu gwasanaeth crèche i rieni er mwyn i rieni allu mynychu Cyrsiau Rhianta. • Bydd Cynorthwywyr Crèche / Gweithwyr Chwarae yn gweithio gyda thîm darparu crèche i redeg crèches ar draws Ceredigion. • Byddant yn helpu i greu amgylchedd croesawgar, ac yn cyflawni tasgau yn unol â chais Arweinydd y Crèche a gweithwyr. • Byddant yn datblygu perthynas dda gyda rhieni a phlant. Byddant yn adrodd am unrhyw faterion sy'n peri pryder ee. yn ymwneud ag iechyd neu lendid plant, diogelwch offer ac ati i Arweinydd y Crèche. • Bydd Cynorthwywyr Crèche / Gweithwyr Chwarae yn gweithio mewn partneriaeth ag ystod o staff eraill. • Byddant yn broffesiynol bob amser ac yn meddu ar ddealltwriaeth dda o ddiogelu a chyfrinachedd. • Bydd angen i Gynorthwywyr Crèche/Gweithwyr Chwarae fod yn hyblyg a meddu ar agwedd gadarnhaol at unrhyw heriau a gyflwynir gan ddarparu crèches mewn amrywiaeth o amgylcheddau.
Lleoliad	Canolfan Enfys Teifi, Aberteifi
Oriau Gwaith	0 awr yr wythnos wrth gefn
Math o Gytundeb	Achlysurol
Hyd y Cytundeb	Parhaol
Teitl swydd y Rheolwr Llinell	Rheolwr Tîm – Rhianta a Chymorth i Deuluoedd
Cyfrifoldebau Goruchwylio / Rheoli	Dim
Atebolrwydd	• Bydd Cynorthwywyr Crèche/Gweithwyr Chwarae yn atebol i Arweinydd y Crèche o ran cynnal safonau a gwaith papur AGGCC. • Bod yn atebol am storio a chynnal a chadw offer crèche yn ddiogel.

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

DYLETSWYDDAU

- Cynorthwyo i ddarparu gwasanaethau crèche.
- Cyflawni tasgau yn unol â chyfarwyddyd Arweinydd a Gweithwyr Crèche.
- Rhoi gwybod am unrhyw beryglon iechyd a diogelwch ee. teganau wedi torri a hylifau'r corff i arweinydd y prosiect.
- Gosod a chlirio offer chwarae, yn ogystal â chludo offer os oes angen.
- Sicrhau bod mynediad a chyfle cyfartal i oedolion a phlant yn cael eu hyrwyddo
- Sicrhau bod yr holl waith yn cael ei wneud gydag ymrwymiad i hawliau plant a chael dealltwriaeth o werth chwarae ym mywydau plant.
- Hyrwyddo cyfranogiad plant mewn chwarae.
- Gweithio yn unol â holl bolisïau Cyngor Sir Ceredigion.
- Ymgymryd â dyletswyddau cysylltiedig eraill, sy'n gymesur â lefel y cyfrifoldeb.

Cyfeirnod at Ddibenion Gerthuso Swyddi	JD 1009

Manyleb Personol

Gofynnol			
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	NVQ2 mewn Gofal Plant neu brofiad perthnasol		
Sgiliau Ieithyddol Cymraeg	Gwrando/Siarad: Darllen: Ysgrifennu:	**Lefel 3** **Lefel 1** **Lefel 1**	Rhaid cwrdd a'r sgiliau ieithyddol Cymraeg a nodwyd ar apwyntiad
Sgiliau Ieithyddol Saesneg	Gwrando/Siarad: Darllen: Ysgrifennu:	**Lefel 5** **Lefel 5** **Lefel 5**	Rhaid cwrdd a'r sgiliau ieithyddol Saesneg a nodwyd ar apwyntiad
Sgiliau Ymarferol / Personol	• Personoliaeth gyfeillgar, gyda'r gallu i ddefnyddio sgiliau cyfathrebu da i adeiladu perthynas ymddiriedus gydag oedolion a phlant. • Gweithiwr tîm da. • Y gallu i ddarparu awyrgylch croesawgar i blant. • Y gallu i weithio i gyfeiriad eraill wrth gynllunio a pharatoi gweithgareddau ar gyfer plant (0 – 4 oed) o wahanol anghenion mewn amrywiaeth o leoliadau. • Sgiliau ymarferol a threfnu da i gefnogi cyflwyno sesiynau grŵp. • Hyblyg.		
Profiad Hanfodol	• Gwybodaeth am ofal plant a phrofiad o weithio gyda phlant. • Profiad o gynorthwyo gyda darpariaeth gofal plant, cynllun chwarae, crèche, meithrinfa neu unrhyw leoliad gofal plant arall. • Y gallu i weithio mewn tîm. • Cefnogi gweithgareddau chwarae i blant. • Dealltwriaeth o werth chwarae ym mywydau plant.		
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	• Lefel 2 Amddiffyn Plant • Cymorth Cyntaf		

Dymunol	
Cymwysterau / Hyfforddiant	• Tystysgrif Cymorth Cyntaf gyfredol • Tystysgrif Amddiffyn Plant gyfredol • Gwybodaeth dda am ddatblygiad plant • Unrhyw gymhwyster chwarae perthnasol
Sgiliau Ymarferol / Personol	

Job Description

Post Name	Crèche Helper / Play Worker (Relief)
Service	Porth Cymorth Cynnar
Grade	2
Spinal Point/s	1 - 2
Salary	£24,413 pro rata
Job Purpose	• To help the Parenting and Family Support Team to provide a crèche service to parents in order that parents can attend Parenting Courses. • Crèche Helpers / Play Workers will work with the crèche delivery team in running crèches across Ceredigion. • They will help to create a welcoming environment, and carry out tasks as requested by the Crèche Leader and workers. • They will develop good relationships with parents and children. They will report any issues of concern eg. to do with children's health or cleanliness, safety of equipment etc to the Crèche Leader. • Crèche Helpers / Play Workers will work in partnership with a range of other staff. • They will be professional at all times and have a good understanding of safeguarding and confidentiality. • Crèche Helpers/Play Workers will need to be flexible and have a positive attitude to any challenges presented by delivering crèches in a range of environments.
Location	Integrated Children's Centre Cardigan
Hours of Work	0 hours a week Relief
Type of Contract	Casual
Contract Duration	Permanent
Line Managers Job Title	Team Manager – Parenting
Supervisory/Managerial Responsibilities	None
Accountability	• Crèche Helpers/Play Workers will be accountable to the Crèche Leader in maintaining CSSIW standards and paperwork. • To be accountable for safe storage and maintenance of crèche equipment.
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	

DUTIES

- To assist in the provision of crèche services.
- To carry out tasks as directed by Crèche Leader and Workers.
- To report any health and safety hazards eg. broken toys and body fluids to the project leader.
- Setting up and clearing away play equipment, as well as transporting equipment if required.
- To ensure equity 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.

Job Evaluation Post Ref	JD 1009

Person Specification

Essential			
Academic / Professional / Technical / Vocational Qualifications	NVQ2 in Childcare or relevant experience.		
Welsh Linguistic Skills	Listening/Speaking: Reading: Writing	**Level 3** **Level 1** **Level 1**	The Welsh linguistic skills noted are required on 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	• Friendly personality, with the ability to use good communication skills to build trusting relationships with both adult and children. • Good team worker. • Ability to provide a welcoming atmosphere for children. • Ability to work to the direction of others in planning and preparing activities for children (0 – 4 years) of different needs at a variety of settings • Good practical and organisational skills to support the delivery of group sessions. • Flexible		
Required Experience	• Knowledge of childcare and experience in working with children. • Experience in assisting with childcare provision, play scheme, crèche, nursery or any other childcare setting. • Ability to work within a team. • Supporting play activities for children. • Understanding of the value of play in children's lives.		
Training/education required to be undertaken for the post/worked towards	• Child Protection Level 2 • First Aid		

Desirable	
Qualifications / Training	• Current First Aid certificate • Current Child Protection certificate • Good knowledge of child development • Any relevant play qualification
Practical / Personal Skills	