Disgrifiad Swydd

Teitl y Swydd	Swyddog Cymorth a Hyfforddiant Llesiant Cymdeithasol ac Emosiynol
Gwasanaeth	Choose an item.
Graddfa	7
Pwynt/iau Cyflog	12-16
Cyflog	£28,598 - £30,518 pro rata
Pwrpas y Swydd	Darparu cyngor ac arweiniad gwybodus a phenodol i fethrinfeydd a gwarchodwyr plant yn yr ardaloedd Dechrau'n Deg er mwyn gwella ansawdd eu darpariaeth a'u hymarfer. Modelu darpariaeth gofal plant o ansawdd uchel gyda lleoliadau gofal plant Dechrau'n Deg i wella safonau ac ansawdd y ddarpariaeth. Gweithio gyda'r Athro Ymgynghorol Dechrau'n Deg i ddatblygu safonau ansawdd Dechrau'n Deg, monitro ansawdd a darparu hyfforddiant. Gwella'r deilliannau ar gyfer plant a'u cynorthwyo i fod yn barod ar gyfer yr ysgol. Bydd y Swyddog Gofal Plant yn gwneud y canlynol: - Gweithio fel rhan o dîm cryf i gefnogi gofal plant o ansawdd rhagorol ar gyfer pob plentyn sy'n derbyn gofal plant yn yr ardaloedd Dechrau'n Deg. - Gweithio mewn partneriaeth â staff gofal plant, yr Awdurdod Lleol a staff Iechyd ynghyd â'r rhieni i sicrhau'r gofal plant gorau posib ar gyfer eu plant. - Darparu hyfforddiant, cyngor a chymorth i staff gofal plant a rhieni.
Lleoliad Gwaith Cytundebol	Penmorfa, Aberaeron
Oriau Gwaith	18.5 awr yr wythnos
Math o Gytundeb	Rhan-amser
Hyd y Cytundeb	Cyfnod Penodedig
Teitl swydd y Rheolwr Llinell	Uwch Athrawes Ymgynghorol
Cyfrifoldebau Goruchwylio / Rheoli	Lefel o fonitro, creu cynlluniau datblygu, rhoi cyfarwyddiadau gyda'r Uwch Athrawes Ymgynghorol Dechrau'n Deg
Atebolrwydd	- Mynd i sesiynau goruchwylio rheolaidd gyda'r Uwch Athro Ymgynghorol a gweithio o dan gyfarwyddyd yr Uwch Athro Ymgynghorol o ddydd i ddydd. - Mynd i sesiynau goruchwylio grŵp, arfarnu a chynllunio perfformiad bob blwyddyn yn ogystal â setiau dysgu. - Bod yn frwdfrydig a gallu trefnu eich llwyth gwaith eich hun o ddydd i ddydd – trefnu apwyntiadau, sicrhau y defnyddir y gwaith papur cywir.

	- Cadw at drefniadau Diogelu fel y nodir yng Ngweithdrefnau Diogelu Plant Cymru Gyfan. - Cadw at Ddeddf Cydraddoldeb 2010 a Chonfensiwn y Cenhedloedd Unedig ar Hawliau'r Plentyn 1991.
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	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 Gwiriad Manylach gan y Gwasanaeth Datgelu a Gwahardd (DBS), y Swyddfa Cofnodion Troseddol gynt cyn penodi i'r swydd hon.

Dyletswyddau a chyfrifoldebau

Gofal Plant

- Gweithio fel rhan o'r Tîm Dechrau'n Deg i ddarparu cefnogaeth, cyngor ac arweiniad parhaus i ddarparwyr gofal plant Dechrau'n Deg er mwyn sicrhau bod ansawdd uchel o gyfleoedd dysgu a gofal yn cael eu darparu i blant yn yr ardaloedd Dechrau'n Deg.

- Bydd angen i ddeiliad y swydd hon fod yn greadigol ac yn arloesol yn rheolaidd a hynny o fewn ffiniau'r Canllawiau Dechrau'n Deg a chyda chytundeb yr Uwch Athro Ymgynghorol.

- Cefnogi ac arwain ar brosiectau penodol er mwyn sicrhau bod y rhaglen yn cael ei darparu mewn modd effeithiol ac effeithlon. Nodi cyfleoedd i weithio'n agosach mewn partneriaethau a bod yn gyfrifol am gynnal, datblygu ac adeiladu partneriaethau mewnol ac allanol er mwyn cefnogi a dylanwadu ar lwyddiant mentrau allweddol.

- Darparu amserlen o ymweliadau rheolaidd â lleoliadau, gan ymgynghori â'r Uwch Athro Ymgynghorol.

- Modelu rhyngweithio ansawdd uchel rhwng oedolion a phlant, a fydd yn cefnogi, yn atgyfnerthu, yn sgaffaldio ac yn gwella dysgu'r plant.

Y gofynion ar gyfer cysylltiadau a pherthnasoedd:

- Gweithio fel rhan o Dîm Ymgynghorol Gofal Plant Dechrau'n Deg er mwyn sicrhau cysondeb o ran y gwasanaethau gofal plant a ddarperir a rhannu arfer dda rhwng lleoliadau gofal plant sydd dan gontract Dechrau'n Deg, er mwyn sicrhau bod y ddarpariaeth o ansawdd uchel.

- Modelu rhyngweithio ansawdd uchel rhwng oedolion a phlant, a fydd yn cefnogi, yn atgyfnerthu, yn sgaffaldio ac yn gwella dysgu'r plant.

- Annog a meithrin perthnasoedd gwaith effeithiol rhwng lleoliadau gofal plant Dechrau'n Deg a'u darpariaeth Dysgu Sylfaen, er mwyn helpu i drosglwyddo plant rhwng Dechrau'n Deg a Dysgu Sylfaen.

- Cymryd rôl arweiniol wrth gynrychioli lleoliadau gofal plant a'u gwaith o fewn tîm integredig ac aml-ddisgyblaethol sy'n cynnwys Ymwelwyr Iechyd, Gweithiwyr Cymorth i Deuluoedd a'r Tîm Iaith a Lleferydd.

- Sicrhau bod anghenion y plant yn cael eu diwallu mewn ffordd gyfannol drwy ddarparu rhaglenni ar draws y pedwar maes gwasanaeth, sef ymweliadau iechyd, y rhaglen rhianta, iaith gynnar a gofal plant, lle bo hynny'n briodol.

Y gofynion o ran gwneud penderfyniadau:

- Cefnogi lleoliadau i nodi a chefnogi'n gynnar y plant sydd ag anghenion dysgu ychwanegol ac anghenion sy'n dechrau dod i'r amlwg. Darparu cyngor ac arweiniad i ddiwallu anghenion plant unigol a chynllunio ar gyfer pontio plant ag Anghenion Dysgu Ychwanegol yn effeithiol.

- Cynorthwyo i nodi anghenion hyfforddi a gweithio â'r Uwch Athro Ymgynghorol i gynllunio a darparu hyfforddiant, sy'n cyfateb i anghenion y lleoliadau gofal plant Dechrau'n Deg, gan gynnwys modiwlau hyfforddi Llywodraeth Cymru.

- Mynd i hyfforddiant perthnasol a chymryd cyfrifoldeb dros anghenion datblygiad personol.
- Darparu cyngor ac arweiniad uniongyrchol i bob lleoliad sy'n darparu gofal plant Dechrau'n Deg ynghylch darparu ystod eang a chytbwys o weithgareddau a phrofiadau sy'n addas ar gyfer anghenion plant 2-3 oed mewn lleoliadau Dechrau'n Deg.

- Cefnogi lleoliadau i gwblhau a chyflwyno'r holl waith papur angenrheidiol.

Y gofynion o ran gwybodaeth a sgiliau:

- Bydd y gwaith hwn yn gofyn am rywfaint o wybodaeth arbenigol am ddatblygiad plant.

- Monitro a gwerthuso ansawdd y ddarpariaeth a nodi'r blaenoriaethau ar gyfer gwella, ynghyd â chefnogi lleoliadau i ddatblygu a gweithredu Cynlluniau Gweithredu.

- Gweithio mewn lleoliadau gofal plant unigol i weithredu blaenoriaethau'r cynllun gweithredu a modelu arfer dda.

- Modelu, cynghori a chefnogi lleoliadau i ddatblygu eu sgiliau a'u dulliau ar gyfer darparu, arsylwi, asesu a chynllunio.

- Cymryd rhan mewn cynllunio aml-asiantaethol fel rhan o dîm aml-asiantaethol ochr yn ochr â'r teulu gan ddefnyddio methodoleg Arwyddion Diogelwch a Llesiant i gynorthwyo i gyflawni'r canlyniadau y cytunwyd arnynt.

- Monitro'r asesiad gweithredu / offer sgrinio.

- Cefnogi lleoliadau Gofal Plant Dechrau'n Deg i gynllunio, arsylwi a gwerthuso gweithgareddau datblygiadol perthnasol i ddiwallu anghenion plant 2-3 oed.

- Mynd ati'n rhagweithiol i hyrwyddo gweithgareddau eraill yn yr ardal, e.e. Iaith Gynnar a Rhianta.

- Cyfrannu at ddarparu cymorth yn unol â'r Safonau Galwedigaethol Cenedlaethol ym maes Iechyd, Gofal Cymdeithasol, y Blynyddoedd Cynnar a Gofal Plant. (Gweler gwefan Cyngor Gofal Cymru).

- Hyrwyddo'r Gymraeg a chyfleoedd i ddatblygu'r iaith â theuluoedd.

- Hyrwyddo cyfleoedd cyfartal i deuluoedd, plant, cymunedau lleol a staff yn Dechrau'n Deg.

Atebolrwydd / cyfrifoldeb dros adnoddau corfforol

- Sicrhau bod gwybodaeth ystadegol ar gael i fodloni'r canllawiau angenrheidiol ynghyd â'r adroddiadau misol ynghylch deilliannau a dangosyddion perfformiad.

- Cadw cofnodion cywir o'r cysylltiadau â phob lleoliad.

- Sicrhau bod gwybodaeth yn cael ei chadw a'i rheoli yn unol â'r protocolau lleol ar gyfer rhannu gwybodaeth (Cytundeb Cymru ar gyfer Rhannu Gwybodaeth Bersonol).

- Cyfrannu at ddarparu gwasanaeth ymatebol dwyieithog yn y Gymraeg a'r Saesneg.

- Datblygu gwybodaeth a sgiliau, gan gynnwys holl raglenni gorfodol y Cyngor Sir, yn unol â'r arfarniad blynyddol.

- Mabwysiadu agwedd hyblyg tuag at ddyletswyddau'r swydd er mwyn diwallu anghenion teuluoedd gan gynnwys gweithio gyda'r nos ac ar benwythnosau yn ôl angen.

- Cynnal cyfrinachedd y teuluoedd o fewn y gymuned leol.

- Cymryd gofal rhesymol dros eich iechyd a diogelwch eich hun a phobl eraill a allai gael eu heffeithio gan eich gweithredoedd neu gomisiynau, a chydymffurfio â'r holl ddeddfwriaeth iechyd a diogelwch fel y bo'n briodol.

- Datblygu gwybodaeth a sgiliau yn unol â chynllun datblygu perfformiad blynyddol.

Cyfeirnod at Ddibenion Gwerthuso Swyddi	JD 1686

Manyleb y Person

Gofynion Hanfodol	
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	Gofal, Dysgu a Datblygiad Plant Lefel 4/5 neu gymhwyster cyfwerth.
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 4:** Gallu deall gohebiaeth ac adroddiadau wedi’u mynegi mewn iaith safonol. **Sgiliau Ysgrifennu** **Lefel 4:** Medru llunio gohebiaeth fusnes, adroddiadau byr, negeseuon e-bost a llenyddiaeth hysbysrwydd gyda chymorth golygyddol.
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 4:** Gallu deall gohebiaeth ac adroddiadau wedi’u mynegi mewn iaith safonol. **Sgiliau Ysgrifennu** **Lefel 4:** Medru llunio gohebiaeth fusnes, adroddiadau byr, negeseuon e-bost a llenyddiaeth hysbysrwydd gyda chymorth golygyddol.
Sgiliau Ymarferol / Personol	- Hyddysgedd mewn cyfrifiadura - Sgiliau rhyngweithiol da - Medru rhoi cyngor a chefnogaeth - Medru adeiladu perthynas bositif gyda phlant a theuluoedd - Ymrwymiad i gydraddoldeb - Ymrwyniad i egwyddorion Dechrau’n Deg - Medru gweithio tu allan i oriau gwaith arferol

	- Trwydded yrru cyfredol
Profiad Hanfodol	- O leiaf 2 flynedd o weithio mewn lleoliad gofal plant/ysgol - 2 flynedd o weithio gyda theuluoedd/rhieni
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	- Elklan Cefnogaeth Iaith a Lleferedd i blant o dan 5 - Blynyddoedd Rhyfeddol - Diogelwch Plant

Gofynion Dymunol	
Cymwysterau / Hyfforddiant	Gradd neu gymhwyster cyfwerth sy'n addas i'r swydd e.e. Addysg a Gofal Blynyddoedd Cynnar
Sgiliau Ymarferol / Personol	Profiad o weithio mewn rôl rheolaethol o fewn Gofal Plant

Job Description

Post Name	Social and Emotional Wellbeing Support and Training Officer
Service	Porth Cymorth Cynnar
Grade	7
Spinal Point/s	12-16
Salary	£28,598 - £30,518 pro rata
Job Purpose	To provide knowledgeable and focused advice and guidance to nurseries and Childminders within Flying Start areas and to improve the quality of their provision and practice. To model high quality childcare provision practice with Flying Start Childcare Settings to enhance standards and quality of provision. To work with the Flying Start Senior Advisory Teacher in developing Flying Start quality standards, monitoring quality and delivering training. To improve outcomes for children and support them to be ready for school. The Childcare Officer will: - Work as part of a strong team to support excellent quality childcare for all children receiving Childcare in Flying Start areas. - Work in partnership with Childcare staff, Local - Authority and Health staff as well as parents to ensure the best possible childcare for their children. - Deliver training, advice and support to Childcare staff and parents
Contractual Work Location/Base	Penmorfa, Aberaeron
Hours of Work	18.5 hours per week
Type of Contract	Part-time
Contract Duration	Fixed Term
Line Managers Job Title	Senior Advisory Teacher
Supervisory/Managerial Responsibilities	A level of monitoring, creating development plans, issuing of directions and instructions with the Flying Start Senior Advisory Teacher
Accountability	- To attend regular supervision with the Senior Advisory Teacher and work to the guidance of the Senior Advisory Teacher in day-to-day work. - To attend group supervision, yearly performance planning and appraisal as well as Learning Sets. - To be motivated and able to organize own workload from day to day – booking appointments, ensuring that the correct paperwork is used. - To adhere to Safeguarding arrangements as set out in All Wales Child Protection Procedures.

	- To adhere to Equality Act 2010 and United Nations Human Rights of Child 1991
Contractual Terms Associated with the Post	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.

Duties and Responsibilities

Childcare

- To work as part of the Flying Start Team, to provide ongoing support, advice, and guidance to Flying Start childcare providers to ensure the delivery of high-quality care and learning opportunities to children in Flying Start areas.

- Creativity and innovation will be essential to this post and will need to be regularly exercised within the boundaries of Flying Start Guidance and in agreement with the Senior Advisory Teacher.

- Support and lead on specific projects to ensure effective and efficient programme delivery.

- Identify opportunities for closer partnership working and be responsible for maintaining, developing, and building partnerships internally and externally to influence and support the achievement of key initiatives.

- To provide a schedule of regular visits to settings, in consultation with the Senior Advisory Teacher.

- To model high quality adult/child interactions, which will support, build on, scaffold, and enhance children's learning.

Requirement for contacts and relationship:

- Work as part of the Flying Start Childcare Advisory Team to ensure consistency of childcare service delivery and the sharing of good practice between Flying Start contracted childcare settings, in order to ensure that a 'high' quality of provision is delivered.

- To model high quality adult/child interactions, which will support, build on, scaffold, and enhance children's learning.

- To encourage and nurture effective working relationships between Flying Start childcare settings and their Foundation Learning provision, to aid the transition of children between Flying Start and Foundation Learning.

- To take a lead role in representing Childcare settings and their work within an integrated, multi-disciplinary team comprising of Health Visitors, Family Support Workers, Speech and Language Team.

- Ensure children’s needs are met in a holistic way through delivery of programs across the four services areas of: health visiting, parenting program, Early Language and childcare where appropriate.

Requirement for decisions:

- To support settings in the early identification and support of children with emerging and additional learning needs. Providing advice and guidance to meet the needs of individual children and to plan for the effective transition of children with Additional Learning Needs.

- To assist in identifying training needs and to work with the Advisory Teacher in planning and delivering training, matched to the needs of Flying Start childcare settings, including Welsh Government training modules.

- To attend relative training and take responsibility for personal development needs.

- To provide direct advice and guidance to all settings providing Flying Start childcare on the delivery of a broad and balanced range of activities and experiences appropriate to the needs of 2–3-year-olds in Flying Start settings.

- To support settings to complete and submit all necessary paperwork

Requirement for knowledge and skills:

- This work will require a degree of specialist knowledge of child development.

- To monitor and evaluate quality of provision and to identify priorities for improvement and to support settings in the development and implementation of Action Plans.

- To work in individual childcare settings to implement action plan priorities and to model good practice.

- To model, advise and support settings to develop their continuous provision, observation, assessment and planning skills and methods.

- Participate in multiagency planning as part of a multi-agency team alongside the family using Signs of Safety & Wellbeing methodology to assist with the delivery of agreed outcomes.

- To monitor the implementation assessment /screening tools.

- To support Flying Start Childcare settings in the planning, observations, and evaluation of relevant developmental activities to meet the needs of 2 -3 yr old children.

- To proactively promote other activities in the areas e.g. Early Language and Parenting

- Contribute to delivery of support in accordance with relevant National Occupational Standards in Health, Social Care, Early Years and Child Care. (See website for Care Council Wales).

- To promote the Welsh Language and opportunities to develop it with families.

- To promote equality of opportunity for families, children, local communities, and staff in Flying Start.

Accountability/responsibility for physical resources

- Ensure that statistical information is available to meet necessary guidelines, monthly outcome reporting and performance indicators.

- To keep accurate records of contacts with each setting.

- Ensure information is stored and managed in line with the local protocols for information sharing (Wales Accord for Sharing of Personal Information).

- Contribute to delivery of a responsive bilingual service in Welsh and English.

- Develop knowledge and skills, including all County Council mandatory programs, in line with individual yearly appraisal.

- Adopt a flexible attitude to the duties of the post to meet the needs of families including in the evening or weekends as required.

- To maintain the confidentiality of families within the local community.

- To take reasonable care for the Health and Safety of yourself and other persons who may be affected by your acts or commissions and comply with all health and safety legislation as appropriate.

- To develop knowledge and skills in line with individual yearly performance development plan.

Job Evaluation Post Ref	JD 1686

Person Specification

<table>
<tr><th colspan="2">Essential Requirements</th></tr>
<tr><td>Academic / Professional / Technical / Vocational Qualifications</td><td>Child Care, Learning and Development Level 4/5 or equivalent qualification</td></tr>
<tr><td>Welsh Linguistic Skills:</td><td>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 4: Can understand correspondence and reports expressed in standard language.

Writing Skills
Level 4: Can write business correspondence, short reports, e-mail messages and information literature with editorial assistance.</td></tr>
<tr><td>English Linguistic Skills:</td><td>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 4: Can understand correspondence and reports expressed in standard language.

Writing Skills
Level 4: Can write business correspondence, short reports, e-mail messages and information literature with editorial assistance.</td></tr>
<tr><td>Practical and personal skills</td><td>- Computer literate
- Good people skills
- Able to give advice and support
- Able to build positive relationships with children and families
- Commitment to equality
- Commitment to principles of Flying Start
- Able to work out of office hours occasionally
- Current Driving license</td></tr>
</table>

Required Experience	- At least 2 years working in a childcare/school setting - 2 years working with adults/parents
Training/education required to be undertaken for the post/worked towards	- Elklan Speech and Language Support for the Under 5s - Incredible Years - Child Protection

Desirable Requirements	
Qualifications / Training	Degree or equivalent relevant to the post e.g., Experience of working in a managerial role within childcare
Practical / Personal Skills	Experience of working in a managerial role within childcare