

# Disgrifiad Swydd

<b>Teitl y Swydd</b>	<b>LABSSA:</b> Cynorthwy-ydd cefnogi dysgu a sgiliau sylfaenol (Learning and basic skills support assistant)
<b>Gwasanaeth</b>	Ysgolion
<b>Graddfa</b>	6
<b>Pwynt/iau Cyflog</b>	7-10
<b>Cyflog</b>	£26,403- £27,694 (pro rata)
<b>Pwrpas y Swydd</b>	<p>Gweithio'n annibynnol o dan arweiniad arweinydd tîm LABSSA i ddatblygu a chefnogi cydlynwyr ADY a chynorthwywyr addysgu mewn ysgolion gyda darparu rhaglenni ymyrraeth effeithiol ar gyfer plant a phobl ifanc sydd ag anawsterau dysgu.</p> <p>Ymweld ag ysgolion cynradd ac uwchradd Ceredigion er mwyn:</p> <ul style="list-style-type: none"> <li>• dysgu am y ddarpariaeth ymyrraeth a gynigir;</li> <li>• monitro a chodi safonau'r ddarpariaeth ymyrraeth;</li> <li>• darparu cyngor a modelu strategaethau ac adnoddau priodol i gwrdd ag anghenion y dysgwyr er mwyn codi safonau;</li> <li>• cyflwyno sesiynau ymyrraeth i grwpiau o ddisgyblion pan fo angen;</li> <li>• cyfrannu at hyfforddiant staff o ran cyflwyno ymyrraethau.</li> </ul>
<b>Lleoliad Gwaith Cytundebol</b>	Penmorfa (ond y lleoliad dyddiol ar gyfer gwaith fydd ysgolion a lleoliadau addysgiadol eraill ledled Ceredigion).
<b>Oriau Gwaith</b>	22.2 awr. Tymor ysgol yn unig.
<b>Math o Gytundeb</b>	Rhan-amser
<b>Hyd y Cytundeb</b>	Cyfnod Penodedig
<b>Teitl swydd y Rheolwr Llinell</b>	Uwch athrawes ymgynghorol ADY
<b>Cyfrifoldebau Goruchwylio / Rheoli</b>	Dim
<b>Atebolrwydd</b>	Yn adrodd i arweinydd y tîm LABSSA. Yn atebol i'r uwch athrawes ymgynghorol ADY.
<b>Telerau Cytundebol sy'n Gysylltiedig â'r Swydd</b>	<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>

## Dyletswyddau a chyfrifoldebau

### Cefnogaeth i'r disgyblion

- Darparu cefnogaeth trwy ddarparu sesiynau ymyrraeth ar gyfer unigolion neu grwpiau bach o ddisgyblion penodol sydd ag anawsterau dysgu.
- Cwrdd ag anghenion ystod eang o ddisgyblion ag anawsterau dysgu gan gynnwys anawsterau ymddygiadol
- Adnabod anghenion dysgu'r disgyblion trwy ddadansoddi data er mwyn sicrhau eu bod yn derbyn yr ymyrraeth fwyaf addas er mwyn cwrdd a'u anghenion.
- Adnabod lefel sgiliau'r disgyblion er mwyn sicrhau bod yr ymyrraeth yn targedi'r sgiliau ar lefel addas i sicrhau eu bod yn gallu gwneud cynnydd.
- Gosod disgwyliadau heriol sy'n ymestyn y disgyblion ond hefyd yn sicrhau eu bod yn profi llwyddiant er mwyn hyrwyddo eu hunan-barch ac ymrwymiad.
- Bod yn ymwybodol o anghenion unigol bob disgybl o fewn y grŵp a gwahaniaethu'r tasgau yn ôl yr angen.
- Bod â'r wybodaeth a'r sgiliau angenrheidiol i ddarparu a chefnogi ysgolion gyda darparu ystod eang o ymyrraethau:
  - ymyrraeth SATPIN / TRANDEP;
  - ymyrraeth rhifedd Cyfri Ceredigion;
  - ymyrraeth Cylchedau Synhwyrdd;
  - ymyrraeth darllen Dyfal Donc;
  - ymyrraeth Darllen gyda dealltwriaeth;
  - ymyrraeth Geiriaduron Personol;
  - ymyrraeth Lego;
  - ymyrraeth Hwb Ymlaen mathemateg.
- Cynllunio sesiynau ymyrraeth o ansawdd uchel gan sicrhau bod ystod o weithgareddau ac adnoddau yn cael eu cynnwys.
- Creu adnoddau addas ar gyfer defnyddio o fewn sesiynau ymyrraeth er mwyn gallu rhannu rhain gyda staff ysgolion.
- Cadw cofnod o ymateb y disgyblion er mwyn addasu cynnwys y sesiynau ble mae ymyrraeth yn cael ei ddarparu dros gyfnod o amser.
- Cadw cofnod o gynnydd y disgyblion dros amser.
- Modelu, bwydo ac annog defnydd iaith lafar da sydd yn cyd-fynd gyda'r ymyrraeth maent yn derbyn.
- Rheoli a datblygu ymddygiad y disgyblion trwy defnyddio strategaethau a systemau gwobrwyo addas.
- Datblygu'r is-sgiliau dysgu: cof weledol, cof glywedol, sgiliau meddwl.
- Cynyddu lefel sgiliau dysgu disgyblion yn ogystal â sgiliau rhifedd a llythrennedd a gwella safonau disgyblion ar draws yr ystod o leoliadau addysgol.
- Cynyddu ymwybyddiaeth y disgyblion o'r sgiliau maent yn eu defnyddio o fewn yr ymyrraeth (metaymwybyddiaeth) a hybu trosglwyddo'r defnydd o rhain o fewn y dosbarth prif lif.

### Cefnogaeth ar gyfer staff ysgolion

- Sefydlu perthynas adeiladol â'r CADY, y pennaeth a'r cynorthwywyr dysgu o fewn pob ysgol yng Ngheredigion.
- Bod yn ymwybodol o, a chydymffurfio â pholisïau a gweithdrefnau sy'n ymwneud ag amddiffyn plant, iechyd, diogelwch, cyfrinachedd, amddiffyn data, a rhoi gwybod i'r CADY neu'r Pennaeth am unrhyw bryderon.
- Gwerthfawrogi a chefnogi rôl gweithwyr proffesiynol eraill sy'n cefnogi'r disgybl.
- Modelu sesiynau ymyrraeth o ansawdd uchel ar gyfer staff ysgolion.

- Arsylwi ar sesiynau ymyrraeth er mwyn gallu rhoi adborth ar y cryfderau a'r meysydd ar gyfer datblygu.
- Rhoi arweiniad a chefnogaeth i staff ysgolion gyda chynllunio, cadw cofnodion a thracio cynnydd disgyblion yn effeithiol.
- Ysgrifennu adroddiadau yn dilyn ymweliadau monitro er sylw'r CADY a/neu'r pennaeth.
- Darparu adborth ar ansawdd y darlun ymyrraeth o fewn ysgolion Ceredigion ar gyfer aelodau'r timoedd ADY a gwella ysgolion.
- Monitro darpariaeth yn yr ysgolion ar ôl iddynt dderbyn mewnbwn LABSSA.
- Cyfrannu at gyrsiau hyfforddiant ar gyfer staff ysgolion.
- Darparu cefnogaeth ac adborth i staff ysgol wrth iddynt baratoi ar gyfer arolygiadau Estyn.
- Modelu strategaethau dysgu priodol i uwchsgilio a chodi hyder staff yr ysgol.
- Ysbrydoli staff ysgol i deimlo'n hyderus i gynnal sesiynau ymyrraeth o ansawdd uchel yn annibynnol.

### **Tîm LABSSA**

- Cysylltu gyda staff ysgolion a lleoliadau addysg arbenigol er mwyn trefnu ymweliadau.
- Cyfrannu at gyfarfodydd i flaenoriaethu'r mewnbwn ar gyfer ysgolion a chreu'r amserlen mewnbwn a monitro bob hanner tymor.
- Cymryd rhan mewn hyfforddiant a gweithgareddau dysgu a datblygu perfformiad fel bo angen.
- Mynychu a chymryd rhan mewn cyfarfodydd perthnasol fel bo angen.
- Creu, peiloto ac addasu strategaethau ac adnoddau i gefnogi datblygiad sgiliau ar gyfer disgyblion ag anawsterau dysgu.
- Rhannu arfer dda a sialensiau gydag aelodau o'r Tîm LABSSA.

**Cyfeirnod at Ddibenion Gwerthuso Swyddi**

JD 1113-01

# Manyleb y Person

<b>Gofynion Hanfodol</b>	
<p><b>Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol</b></p>	<ul style="list-style-type: none"> <li>• TGAU gradd C neu'n uwch mewn Saesneg neu Cymraeg a Mathemateg</li> <li>• Tystysgrifau ar gyfer mynychu'r cyrsiau hyfforddiant canlynol:             <ul style="list-style-type: none"> <li>○ ymyrraeth Satpin/Trandep</li> <li>○ ymyrraeth Cyfri Ceredigion</li> </ul> </li> <li>• Gwybodaeth gadarn am anghenion dysgu ychwanegol.</li> <li>• Trwydded yrru gyfredol.</li> </ul>
<p><b>Sgiliau ieithyddol Cymraeg:</b></p>	<p><b>Rhaid i chi feddu ar y sgiliau ieithyddol canlynol pan fyddwch chi'n dechrau'r swydd.</b></p> <p><b>Gwrando 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 5:</b> Gallu deall adroddiadau, dogfennau ac erthyglau y mae'n debygol o ddod ar eu traws yn ystod y gwaith, gan gynnwys cysyniadau cymhleth wedi'u mynegi yn nhermau astrus.</p> <p><b>Sgiliau Ysgrifennu</b>  <b>Lefel 5:</b> Medru llunio gohebiaeth fusnes, adroddiadau byr, negeseuon e-bost a llenyddiaeth hysbysrwydd i safon dderbyniol gyda chymorth cymhorthion iaith. Medru llunio nodiadau manwl tra'n cymryd rhan lawn mewn cyfarfod.</p>
<p><b>Sgiliau ieithyddol Saesneg:</b></p>	<p><b>Rhaid i chi feddu ar y sgiliau ieithyddol canlynol pan fyddwch chi'n dechrau'r swydd.</b></p> <p><b>Gwrando 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 5:</b> Gallu deall adroddiadau, dogfennau ac erthyglau y mae'n debygol o ddod ar eu traws yn ystod y gwaith, gan gynnwys cysyniadau cymhleth wedi'u mynegi yn nhermau astrus.</p> <p><b>Sgiliau Ysgrifennu</b>  <b>Lefel 5:</b> Medru llunio gohebiaeth fusnes, adroddiadau byr, negeseuon e-bost a llenyddiaeth hysbysrwydd i safon dderbyniol gyda chymorth cymhorthion iaith. Medru llunio nodiadau manwl tra'n cymryd rhan lawn mewn cyfarfod.</p>
<p><b>Sgiliau Ymarferol / Personol</b></p>	<ul style="list-style-type: none"> <li>• Sgiliau cyfathrebu ysgrifenedig a llafar effeithiol.</li> <li>• Y gallu i ffurfio perthynas waith adeiladol gyda chydweithwyr.</li> <li>• Y gallu i gyfathrebu'n glir ac yn effeithiol.</li> <li>• Y gallu i gydweithio'n effeithiol gyda staff a disgyblion.</li> <li>• Sgiliau trefnu da.</li> </ul>

	<ul style="list-style-type: none"> <li>• Y gallu i weithio ar ei ben ei hun i lefel uchel o gymhwysedd.</li> <li>• Y gallu i weithio i derfynau amser tynn ac amserlenni adrodd.</li> <li>• Y gallu i weithio'n dda dan bwysau, defnyddio barn meddylgar a dangos sensitifrwydd.</li> <li>• Disgresiwn, cyfrinachedd a hygrededd.</li> <li>• Hyblygrwydd, a'r gallu i addasu i flaenoriaethau sy'n newid.</li> <li>• Ymagwedd ofalgar a sensitif.</li> </ul>
<b>Profiad Hanfodol</b>	<ul style="list-style-type: none"> <li>• Cofnod llwyddiannus o arwain ystod o ymyraethau Ceredigion o fewn ysgolion.</li> <li>• Gwybodaeth a profiad cadarn o weithio gyda staff a disgyblion o fewn ysgolion.</li> <li>• Profiad o weithio gyda disgyblion gydag anghenion dysgu ychwanegol.</li> </ul>
<b>Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd</b>	<p>Wedi mynychu a derbyn tystysgrif mynychu'r cyrsiau hyfforddiant canlynol:</p> <ul style="list-style-type: none"> <li>• Satpin/Trandep</li> <li>• Cyfri Ceredigion</li> </ul> <p>Wedi mynychu ystod o'r cyrsiau hyfforddiant canlynol:</p> <ul style="list-style-type: none"> <li>• Catch Up/Dyfal Donc</li> <li>• Geiriaduron Personol</li> <li>• Ymyrraeth Lego</li> <li>• Cylched Sensori.</li> </ul> <p>Parodrwydd i ymgymryd â rhaglen berthnasol Datblygiad Proffesiynol Parhaus fel bo angen.</p>

<b>Gofynion Dymunol</b>	
<b>Cymwysterau / Hyfforddiant</b>	Sgiliau gwybodaeth technoleg da
<b>Sgiliau Ymarferol / Personol</b>	<ul style="list-style-type: none"> <li>• Y gallu i weithio ar eich liwt eich hun fel bo angen</li> <li>• Y gallu i fod yn aelod gweithgar o dîm</li> </ul>

## Job Description

<b>Post Name</b>	<b>LABSSA:</b> Learning and basic skills support assistant
<b>Service</b>	Schools Service
<b>Grade</b>	6
<b>Spinal Point/s</b>	7-10
<b>Salary</b>	£26,403-27,694 (pro rata)
<b>Job Purpose</b>	<p>To work independently under the guidance of the LABSSA team leader to develop and support ALN co-ordinators and teaching assistants in schools with the provision of effective intervention programmes for children and young people with learning difficulties.</p> <p>Visit Ceredigion primary and secondary schools to:</p> <ul style="list-style-type: none"> <li>• learn about the intervention provision offered;</li> <li>• monitor and raise standards of intervention provision;</li> <li>• provide advice and model appropriate strategies and resources to meet learners' needs in order to raise standards;</li> <li>• deliver intervention sessions to groups of pupils when required;</li> <li>• contribute to staff training in the delivery of interventions.</li> </ul>
<b>Contractual Work Location/Base</b>	Penmorfa (but the daily location for work will be schools and other educational settings throughout Ceredigion).
<b>Hours of Work</b>	22.2 hours per week during term time only
<b>Type of Contract</b>	Part-time
<b>Contract Duration</b>	Fixed Term
<b>Line Managers Job Title</b>	Senior advisory teacher for ALN
<b>Supervisory/Managerial Responsibilities</b>	N/A
<b>Accountability</b>	Reports to LABSSA team leader. Answerable to ALN Senior Advisory teacher for ALN.
<b>Contractual Terms Associated with the Post</b>	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**

### **Support for the pupils**

- Provide support through intervention sessions for specific individuals or small groups of pupils with learning difficulties.
- Meet the needs of a wide range of pupils with learning difficulties including behavioural difficulties
- Identify pupils' learning needs by analysing data to ensure they receive the most appropriate intervention to meet their needs.
- Identify the pupils' skill level to ensure that the intervention targets the skills at an appropriate level to ensure that they are able to make progress.
- Set challenging expectations that stretch the pupils but also ensure that they experience success in order to promote their self-esteem and commitment.
- Be aware of the individual needs of each pupil within the group and distinguish the tasks according to need.
- Have the necessary knowledge and skills to deliver and support schools with the provision of a wide range of interventions:
  - SATPIN/TRANDEP intervention;
  - Cyfri Ceredigion numeracy intervention;
  - Sensory Circuit intervention;
  - Dyfal Donc / Catch Up reading intervention;
  - Reading with Understanding intervention;
  - Personal Dictionaries intervention;
  - Lego intervention;
  - Hwb Ymlaen Maths intervention.
- Plan high quality intervention sessions, ensuring a range of activities and resources are included.
- Create suitable resources for use within intervention sessions so that these can be shared with school staff.
- Keep a record of the pupils' responses in order to adapt the content of the sessions where intervention is provided over a period of time.
- Keep a record of pupils' progress over time.
- Model, nurture and encourage the use of good spoken language that aligns with the intervention they receive.
- Manage and develop pupils' behaviour through the use of appropriate strategies and reward systems.
- Develop the sub-skills of learning: visual memory, auditory memory, thinking skills.
- Increase pupils' learning skills as well as numeracy and literacy skills and improve pupil standards across the range of educational settings.
- Increase pupils' awareness of the skills they use within the intervention (meta-awareness) and promote the transfer of these within the mainstream classroom.

### **Support for school staff**

- Establish a constructive relationship with the ALNCo, headteacher and teaching assistants within all schools in Ceredigion.
- Be aware of, and comply with, policies and procedures relating to child protection, health, safety, confidentiality, data protection, and inform the CADY or Headteacher of any concerns.
- Appreciate and support the role of other professionals who support the pupil.
- Model high quality intervention sessions for school staff.
- Observe intervention sessions in order to be able to provide feedback on the strengths and areas for development.

- Provide guidance and support to school staff with effective planning, record keeping and tracking of pupils' progress.
- Write reports following monitoring visits for the attention of the ALNCo and/or headteacher.
- Provide feedback on the quality of the intervention picture within Ceredigion schools for members of the ALN and school improvement teams.
- Monitor provision in the schools after they have received LABSSA input.
- Contribute to training courses for school staff.
- Provide support and feedback to school staff as they prepare for Estyn inspections.
- Model appropriate learning strategies to upskill and increase the confidence of school staff.
- Inspire school staff to feel confident to conduct high-quality intervention sessions independently.

### **LABSSA Team**

- Liaise with school staff and specialist settings to arrange visits.
- Contribute to meetings to prioritise input for schools and create the input schedule and monitoring each half term.
- Participate in training and learning activities and performance development as required.
- Attend and participate in relevant meetings as required.
- Create, pilot and adapt strategies and resources to support skills development for pupils with learning difficulties.
- Share good practice and challenges with members of the LABSSA Team.

**Job Evaluation Post Ref**

JD 1113-01

# Person Specification

<b>Essential Requirements</b>	
<b>Academic / Professional / Technical / Vocational Qualifications</b>	<ul style="list-style-type: none"> <li>• GCSEs at grade C or above in English or Welsh and Maths</li> <li>• Certificates for attending the following training courses:               <ul style="list-style-type: none"> <li>○ Satpin/Trandep intervention</li> <li>○ Ceredigion County intervention</li> </ul> </li> <li>• Solid knowledge of additional learning needs.</li> <li>• Current driving licence.</li> </ul>
<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 5:</b> Can understand reports, documents and articles he/she is likely to read during his/her work, including complicated concepts expressed in abstruse terms.</p> <p><b>Writing Skills</b>  <b>Level 5:</b> Can write business correspondence, short reports, e-mail messages and information literature to an acceptable standard with the assistance of language tools. Can write detailed notes in a meeting whilst contributing fully.</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 5:</b> Can understand reports, documents and articles he/she is likely to read during his/her work, including complicated concepts expressed in abstruse terms.</p> <p><b>Writing Skills</b>  <b>Level 5:</b> Can write business correspondence, short reports, e-mail messages and information literature to an acceptable standard with the assistance of language tools. Can write detailed notes in a meeting whilst contributing fully.</p>
<b>Practical and personal skills</b>	<ul style="list-style-type: none"> <li>• Effective written and oral communication skills.</li> <li>• The ability to form constructive working relationships with colleagues.</li> <li>• The ability to communicate clearly and effectively.</li> <li>• The ability to collaborate effectively with staff and pupils.</li> <li>• Good organisational skills.</li> <li>• The ability to work alone to a high level of competence.</li> <li>• The ability to work to tight time limits and reporting schedules.</li> </ul>

	<ul style="list-style-type: none"> <li>• The ability to work well under pressure, use thoughtful judgment and show sensitivity.</li> <li>• Discretion, confidentiality and credibility.</li> <li>• Flexibility, and the ability to adapt to changing priorities.</li> <li>• A caring and sensitive approach.</li> </ul>
<b>Required Experience</b>	<ul style="list-style-type: none"> <li>• A successful record of leading a range of Ceredigion interventions within schools.</li> <li>• Solid knowledge and experience of working with staff and pupils within schools.</li> <li>• Experience of working with pupils with additional learning needs.</li> </ul>
<b>Training/education required to be undertaken for the post/worked towards</b>	<p>Have attended and received a certificate of attendance at the following training courses:</p> <ul style="list-style-type: none"> <li>• Satpin/Trandep</li> <li>• Cyfri Ceredigion</li> </ul> <p>Attended a range of the following training courses:</p> <ul style="list-style-type: none"> <li>• Catch Up/Dyfal Donc</li> <li>• Personal Dictionaries</li> <li>• Lego Intervention</li> <li>• Sensory Circuits.</li> </ul> <p>Willingness to undertake a relevant Continuing Professional Development programme as required</p>

<b>Desirable Requirements</b>	
<b>Qualifications / Training</b>	Good information technology skills
<b>Practical / Personal Skills</b>	<ul style="list-style-type: none"> <li>• The ability to work independently as needed.</li> <li>• The ability to be an active member of a team</li> </ul>