

Disgrifiad Swydd

Teitl y Swydd	Cydlynnydd Dynodedig (CD/DESCo)
Gwasanaeth	Ysgolion
Graddfa	8
Pwynt/iau Cyflog	18-22
Cyflog	£31,537 - £33,699 pro rata
Pwrpas y Swydd	<p>Mae'r rôl DESCo yn hanfodol er mwyn sicrhau cydymffurfiaeth yr awdurdod lleol â dyletswyddau statudol o dan Ddeddf Anghenion Dysgu Ychwanegol a Thribiwnlys 2018 (ALNET) drwy ddarparu cyngor, arweiniad a chefnogaeth i deuluoedd, ysgolion ac asiantaethau allanol. Mae'n cynnwys:</p> <ul style="list-style-type: none"> • hyrwyddo dealltwriaeth o Gôd ADY Cymru drwy gyfathrebu dwyieithog mewnol ac allanol; • cydlynu cyfarfodydd person-ganolog aml-asiantaethol; • datblygu a chraffu ar y Cynlluniau Datblygu Unigol statudol; • monitro arferion cynhwysol a sicrhau eu bod wedi'u hymgorffori ar draws lleoliadau. <p>Mae'r rôl hefyd yn hanfodol ar gyfer hyrwyddo llais y plentyn a'r teulu trwy hwyluso cyfathrebu effeithiol, datrys gwrthdaro a chefnogi'r gwaith o ddarparu hyfforddiant i athrawon ac uwch arweinwyr mewn systemau digidol a rheoli achosion ADY.</p> <p>Yn ogystal â chymorth uniongyrchol, mae'r DESCo yn gyfrifol am:</p> <ul style="list-style-type: none"> • gadw cofnodion cywir ar gyfer cyflwyno ffurflenni statudol; • fonitro effaith darpariaeth ADY; • gydlynu atgyfeiriadau ysgol am gymorth ychwanegol; • sicrhau bod holl wariant grant Awdurdodau Lleol a Llywodraeth Cymru yn cydymffurfio'n llawn â'r telerau, amodau a'r gofynion adrodd penodedig; • drefnu paneli gwneud penderfyniadau a chymedroli mewnol a lledaenu penderfyniadau; • gyfrannu at gynllunio gwasanaethau trwy nodi bylchau a rhwystrau, lleihau dibyniaeth ar gyfathrebu adweithiol, a modelu arfer gorau ar gyfer staff ysgolion a swyddogion awdurdodau lleol; <p>reoli lefel uchel o gyfathrebu emosiynol ac yn aml heriol trwy gydweithio â thimau mewnol ac asiantaethau allanol i sicrhau bod pob lleoliad, gan gynnwys y rhai y tu allan i'r sir, yn bodloni'r anghenion a amlinellir yn y CDUau ac yn cwrdd â rhwymedigaethau statudol.</p>
Lleoliad Gwaith Cytundebol	Hybrid a Chanolfan Rheidol
Oriau Gwaith	22.2 awr yr wythnos
Math o Gytundeb	Rhan-amser
Hyd y Cytundeb	Cyfnod Penodedig

Teitl swydd y Rheolwr Llinell	Rheolwr ADY
Cyfrifoldebau Goruchwylio / Rheoli	Dim cyfrifoldebau goruchwylio
Atebolrwydd	Rheolwr Corfforaethol ADY, Cynhwysiant a Lles
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 agored i niwed i sicrhau eu bod mor ddiogel ag y gallant fod. Rydym ni a'n sefydliadau addysgol yn cydnabod bod gan blant a phobl ifanc yr hawl i gael eu hamddiffyn a byddwn yn cymryd camau i ddiogelu eu lles. Disgwylir i bob aelod o staff a gwirfoddolwr rannu'r ymrwymiad hwn, a byddwn angen Gwiriad Manwl gan y Gwasanaeth Datgelu a Gwahardd (DBS).

Dyletswyddau a chyfrifoldebau

Gofynion Penodol i'r Swydd

- Bod yn bwynt cyswllt allweddol ar yr holl faterion sy'n gysylltiedig ag ADY ar gyfer ysgolion, rhieni ac asiantaethau allanol a gallu esbonio'r broses o wneud penderfyniadau ar gyfer nodi anghenion a darpariaeth, gan gynnwys, ond heb fod yn gyfyngedig i: proses statudol ac amserlenni; cyllid ac apeliadau.
- Cefnogi teuluoedd a lleoliadau i ddeall ymhellach eu hawliau statudol a'r ffordd orau o gael gafael ar gymorth yng Ngheredigion – i gydlynu cyfarfodydd ar eu rhan a chymryd rôl weithredol mewn datrys anghydfodau yn gynnar trwy gydweithio ag ysgolion ac asiantaethau.
- Rheoli a chynnal data sensitif i ddisgyblion yn unol â GDPR tra hefyd yn sicrhau bod gwybodaeth berthnasol i ddisgyblion ar gael yn rhwydd yn electronig a gellir ei defnyddio i wneud penderfyniadau allweddol sy'n ymwneud â chymorth plentyn.
- Monitro cyllidebau a gwariant darpariaeth ADY o fewn a thu allan i'r sir ar draws lleoliadau ysgolion ac ar gyfer trafniadaeth arbenigol o'r cartref i'r ysgol drwy greu a dehongli taenlenni cyllid, codi anfonebau, adennill costau a chysylltu â swyddogion cyllid i gefnogi rheolwyr corfforaethol (rheolwr corfforaethol ADY) i oruchwylio'r gyllideb ADY gyffredinol sylweddol.
- Cydlynu atgyfeiriadau gan rieni ac ysgolion fel bod cynghorwyr proffesiynol, seicolegwyr addysg ac ystod eang o wasanaethau cymorth eraill yn gallu ymateb i achosion yn ddi-oedi a chasglu tystiolaeth berthnasol i lunio agendâu panel a lledaenu penderfyniadau i gyrff perthnasol.
- Cydweithio ag asiantaethau allanol perthnasol i sicrhau bod lleoliadau Ceredigion (a Thu Allan i'r Sir lle bo hynny'n berthnasol) yn diwallu anghenion dysgu ychwanegol unigolion a sicrhau bod y lleoliadau yn cyflawni'r darpariaethau a nodir yn CDUau yn effeithiol.
- Cynnal cyfarfodydd/trafodaethau gyda rhieni, lleoliadau ac asiantaethau/darparwyr allanol a chadw cofnodion cywir a manwl.
- Cydweithio a CADYs i hyrwyddo, gweithredu a rheoli cwricwlwm cynhwysol ar gyfer disgyblion ledled y lleoliad.
- Hwyluso cyfathrebu effeithiol rhwng teuluoedd, lleoliadau a gweithwyr proffesiynol i sicrhau dull cydweithredol o ddiwallu anghenion ADY.
- Hyrwyddo llais y plentyn a'r teulu ym mhob agwedd o gynllunio a darpariaeth ADY.
- Cefnogi'r gwaith o gyflwyno hyfforddiant, gweithdai, neu sesiynau gwybodaeth ar gyfer rhieni/gofalwyr a staff ysgolion.
- Chwarae rôl allweddol wrth ddatrys anghydfodau yn gynnar trwy ymgysylltu'n weithredol ag ysgolion, rhieni a phartneriaid aml-asiantaethol fel bod rhieni yn deall eu hawliau statudol ac ysgolion yn deall eu dyletswyddau cyfreithiol o dan y ddeddfwriaeth ADY a Chydraddoldeb – gan atal achosion rhag cyrraedd y Tribiwnlys.
- Helpu i sicrhau cydymffurfiaeth ALI ac ysgolion gyda chasglu data ADY trwy gynnal y system wybodaeth rheoli disgyblion a chefnogi'r gwaith o ddatblygu a gweithredu CDUau

ar-lein – gan gymryd rôl arweiniol i hyfforddi staff yr ALI ac ysgolion fel bod y cynlluniau statudol (CDUau) yn cael eu cadw a'u rhannu'n briodol.

- Rheoli a monitro adolygiadau person-ganolog ALI ac ysgolion, casglu a chrynhoi tystiolaeth gan sicrhau bod yr adolygiadau'n cael eu cynnal o fewn amserlenni statudol, a gallu sicrhau CDUau diwygiedig i sicrhau ansawdd uchel a chysondeb ledled Ceredigion.
- Adrodd i'r Rheolwr Corfforaethol a'r Tîm ADY ynghylch lleoliadau unigol sydd mewn perygl o fethu â bodloni amserlenni/rhwymedigaethau statudol.
- Cyfrannu at gynllunio gwasanaeth trwy nodi themâu cyffredin, rhwystrau neu fylchau mewn cefnogaeth.
- Gweithio'n agos gyda'r tîm ADY i nodi a mynd i'r afael â rhwystrau i ymgysylltu a chynhwysiant.
- Cydlynu adolygiadau person-ganolog, casglu a chrynhoi tystiolaeth ac ysgrifennu Cynlluniau Datblygu Unigol.

**Cyfeirnod at Ddibenion Gwerthuso
Swyddi**

JD 1874

Manyleb Person

Gofynion Hanfodol	
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	<ul style="list-style-type: none"> • O leiaf gradd mewn pwnc perthnasol NEU • O leiaf 5 mlynedd o brofiad o weithio ym maes ADY.
Sgiliau leithyddol Cymraeg:	<p>Rhaid i chi feddu ar y sgiliau ieithyddol canlynol pan fyddwch chi'n dechrau'r swydd.</p> <p>Gwranddo a Siarad Lefel 4: Medru cyfrannu'n effeithiol mewn cyfarfodydd mewnol ac allanol yng nghyd-destun y pwnc gwaith. Medru deall gwahaniaethau cywair a thafodiaith. Medru dadlau o blaid ac yn erbyn achos penodol. Medru cadeirio cyfarfodydd ac ateb cwestiynau o'r Gadair yn hyderus. Medru rhoi cyflwyniadau yn rhugl ac yn hyderus yng nghyd-destun y pwnc gwaith.</p> <p>Sgiliau Darllen Lefel 4: Gallu deall gohebiaeth ac adroddiadau wedi'u mynegi mewn iaith safonol.</p> <p>Sgiliau Ysgrifennu Lefel 4: Medru llunio gohebiaeth fusnes, adroddiadau byr, negeseuon e-bost a llenyddiaeth hysbysrwydd gyda chymorth golygyddol.</p>
Sgiliau leithyddol Saesneg:	<p>Rhaid i chi feddu ar y sgiliau ieithyddol canlynol pan fyddwch chi'n dechrau'r swydd.</p> <p>Gwranddo a Siarad Lefel 4: Medru cyfrannu'n effeithiol mewn cyfarfodydd mewnol ac allanol yng nghyd-destun y pwnc gwaith. Medru deall gwahaniaethau cywair a thafodiaith. Medru dadlau o blaid ac yn erbyn achos penodol. Medru cadeirio cyfarfodydd ac ateb cwestiynau o'r Gadair yn hyderus. Medru rhoi cyflwyniadau yn rhugl ac yn hyderus yng nghyd-destun y pwnc gwaith.</p> <p>Sgiliau Darllen Lefel 4: Gallu deall gohebiaeth ac adroddiadau wedi'u mynegi mewn iaith safonol.</p> <p>Sgiliau Ysgrifennu Lefel 4: Medru llunio gohebiaeth fusnes, adroddiadau byr, negeseuon e-bost a llenyddiaeth hysbysrwydd gyda chymorth golygyddol.</p>
Sgiliau Ymarferol / Personol	<ul style="list-style-type: none"> • Sgiliau cyfathrebu rhagorol ar lafar ac yn ysgrifenedig gyda'r gallu i reoli a datrys anghydfodau wrth gynnal perthnasoedd heriol dros amser. • Sgiliau rhyngpersonol datblygedig a dull ffôn effeithiol. Gafael ar ymadroddion a terminoleg dechnegol yn y Gymraeg a'r Saesneg • Lefel uchel o lythrennedd cyfrifiadurol.

	<ul style="list-style-type: none"> • Yn gallu adeiladu perthynas waith effeithiol â gwasanaethau awdurdodau lleol lluosog; ysgolion a lleoliadau; rheni a theuluoedd a phartneriaid aml-asiantaethol, yn enwedig iechyd a gofal cymdeithasol. • Digon hyblyg i weithio naill ai'n unigol neu fel rhan o dîm fel y mae'r sefyllfa yn mynnu gyda'r hyder i wneud argymhellion i gydweithwyr ac uwch reolwyr. • Gallu trefnu a chynnal cyfarfodydd, cadw nodiadau manwl a lledaenu gwybodaeth ar lafar ac yn ysgrifenedig tra'n cadw cyfrinachedd. • Yn gallu cydlynu, didoli a threfnu gwybodaeth, gyda sylw i fanylion. • Yn gallu aml-dasgio. • Yn gallu cymryd y fenter a'r her lle bo angen. • Yn drefnus. • Yn gallu gweithio o dan bwysau. • Ymrwymiad i ddatblygu a gweithredu systemau TG i'w defnyddio o fewn y gwasanaeth. • Sgiliau trefnu rhagorol. • Ymrwymiad i sicrhau safon ac ansawdd bob amser
Profiad Hanfodol	<ul style="list-style-type: none"> • Llythrennedd cyfrifiadurol, cymwys mewn pecynnau Microsoft gan gynnwys ond heb fod yn gyfyngedig i 'Word' ac 'Excel' a systemau gwybodaeth rheoli disgyblion • Trwydded Yrru Lawn y DU neu'r gallu i deithio'n annibynnol, yn hyblyg, ac ar fyr rybudd i ddiwallu anghenion gwasanaeth.
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	

Gofynion Dymunol	
Cymwysterau / Hyfforddiant	5 mlynedd o brofiad yn gweithio o fewn rôl cefnogaeth ADY.
Sgiliau Ymarferol / Personol	

Job Description

Post Name	Designated Coordinator (DESCo)
Service	Schools Service
Grade	8
Spinal Point/s	18-22
Salary	£31,537 - £33,699 pro rata
Job Purpose	<p>The DESCo role is essential for ensuring the local authority's compliance with statutory duties under the Additional Learning Needs and Tribunal Act 2018 (ALNET) by providing advice, guidance and support to families, schools, and external agencies. It involves:</p> <ul style="list-style-type: none"> • promoting understanding of the ALN Code for Wales through internal and external bilingual communication; • coordinating multi-agency person-centred meetings; • development and scrutiny of the statutory Individual Development Plans (IDPs); • monitoring inclusive practices and ensuring that they are embedded across settings. <p>The role is also essential for promoting the voice of the child and their family by facilitating effective communication, conflict resolution and supporting the delivery of training to teachers and senior leaders in digital systems and ALN case management.</p> <p>In addition to direct support, the DESCo is responsible for:</p> <ul style="list-style-type: none"> • maintaining accurate records for submission of statutory returns; • monitoring the impact of ALN provision; • coordinating school referrals for additional support; • ensuring that all Local Authority and Welsh Government grant expenditure is fully compliant with the specified terms, conditions, and reporting requirements; • organise internal decision making and moderation panels and disseminate decisions; • contributing to service planning by identifying gaps and barriers, reducing reliance on reactive communication, and modelling best practice for school staff and local authority officers; • Managing a high volume of emotive and often challenging communication through collaboration with internal teams and external agencies to ensure that all settings, including those out of county, meet the needs outlined in IDPs and uphold statutory obligations.
Contractual Work Location/Base	Hybrid and Canolfan Rheidol
Hours of Work	22.2 hours per week
Type of Contract	Part time
Contract Duration	Fixed Term
Line Managers Job Title	ALN Manager

Supervisory/Managerial Responsibilities	No supervisory responsibilities
Accountability	Corporate Manager for ALN Inclusion and Wellbeing
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).

Duties and Responsibilities

Job Specific Requirements

- To be a key point of contact on all ALN-related issues for schools, parents and external agencies and be able to explain decision making process for the identification of needs and provision, including, but not limited to: statutory process and timescales; funding and appeals.
- Support families and settings to further understand their statutory rights and the best means of accessing support in Ceredigion – to coordinate meetings on their behalf and take an active role in early dispute resolution through collaboration with schools and agencies.
- Manage and maintain sensitive pupil data in accordance with GDPR while also ensuring that relevant pupil information is readily available electronically and can be used to make key decisions relating to a child's support.
- Monitor budgets and expenditure of ALN provision within and out of county across schools settings and for specialist home to school transport by creating and interpreting finance spreadsheets, raising invoices, recouping costs and liaising with finance officers to support corporate managers (the head of ALN) to oversee the significant overall ALN budget.
- Coordinate referrals from parents and schools so that professional advisors, educational psychologists and a wide range of other support services are able to respond to cases without delay and gather relevant evidence to formulate panel agendas and disseminate decisions to relevant bodies.
- Collaborate with relevant external agencies to ensure that Ceredigion (and Out of County where relevant) settings meet the additional learning needs of individuals and ensure that the settings effectively deliver the provisions set out in IDPs.
- Hold meetings/discussions with parents, settings and external agencies/providers and keep accurate and detailed records.
- Collaborate with ALNCoS to promote, implement and manage an inclusive curriculum for pupils throughout the setting.
- Facilitate effective communication between families, settings, and professionals to ensure a collaborative approach to meeting ALN needs.
- Promote the voice of the child and family in all aspects of ALN planning and provision.
- Support the delivery of training, workshops, or information sessions for parents/carers and school staff.
- Play a key role in early dispute resolution by actively engaging with schools, parents and multi-agency partners so that parents understand their statutory rights and schools understand their legal duties under the ALN and Equality legislation – preventing cases from reaching Tribunal.
- Help ensure LA and school compliance with ALN data capture by maintaining the pupil management information system and support the development and implementation of online IDPs – taking a lead role to train LA and school staff so that the statutory plans (IDPs) are saved and shared in appropriately.

- Manage and monitor LA and school person-centred reviews, gather and summarise evidence ensuring that the reviews are conducted within statutory timescales, and be able to quality assure amended IDPs to ensure high quality and consistency throughout Ceredigion.
- Report to the Corporate Manager and the ALN Team regarding individual settings which are at risk of failing to meet statutory timescales/obligations.
- Contribute to service planning by identifying common themes, barriers, or gaps in support.
- Work closely with the ALN team to identify and address barriers to engagement and inclusion.
- Coordinate person-centred reviews, gather and summarise evidence and write Individual Development Plans.

Job Evaluation Post Ref

JD 1874

Person Specification

Essential Requirements	
Academic / Professional / Technical / Vocational Qualifications	<ul style="list-style-type: none"> • A minimum of a degree in a relevant subject OR • A minimum of 5 years' experience of working within the field of ALN.
Welsh Linguistic Skills:	<p>You must possess the following linguistic skills when you start the position.</p> <p>Listening & Speaking Level 4: Can contribute effectively to internal and external meetings in the context of the job area. Can understand differences in language and dialect. Can argue for or against a specific case. Can chair meetings and answer questions confidently from the Chair. Can give presentations fluently and confidently in the context of the job area.</p> <p>Reading Skills Level 4: Can understand correspondence and reports expressed in standard language.</p> <p>Writing Skills Level 4: Can write business correspondence, short reports, e-mail messages and information literature with editorial assistance.</p>
English Linguistic Skills:	<p>You must possess the following linguistic skills when you start the position.</p> <p>Listening & Speaking Level 4: Can contribute effectively to internal and external meetings in the context of the job area. Can understand differences in language and dialect. Can argue for or against a specific case. Can chair meetings and answer questions confidently from the Chair. Can give presentations fluently and confidently in the context of the job area.</p> <p>Reading Skills Level 4: Can understand correspondence and reports expressed in standard language.</p> <p>Writing Skills Level 4: Can write business correspondence, short reports, e-mail messages and information literature with editorial assistance.</p>
Practical and personal skills	<ul style="list-style-type: none"> • Excellent communication skills both orally and written with the ability to manage and resolve disputes while maintaining challenging relationships over time. • Well-developed interpersonal skills and effective telephone manner. A grasp of technical phrases and terminology in both English and Welsh • A high level of computer literacy.

	<ul style="list-style-type: none"> • Able to build effective working relationships with multiple local authority services; schools and settings; parents and families and multi-agency partners, particularly health and social care. • Flexible enough to work either individually or as part of a team as the situation demands with confidence to make recommendations to colleagues and senior managers. • Able to organise and conduct meetings, keep detailed notes and disseminate information verbally and in writing while maintaining confidentiality. • Able to coordinate, sort and organise information, with attention to detail. • Able to multi-task. • Able to take the initiative and challenge where necessary. • Methodical • Able to work under pressure • Commitment to the development and implementation of IT systems for use within the service. • Excellent organisational skills. • Commitment to ensuring standard and quality at all times
Required Experience	<ul style="list-style-type: none"> • Computer literacy, competent in Microsoft packages including but not limited to 'Word' and 'Excel' and pupil management information systems • Full UK Driver's Licence or the ability to travel independently, flexibly, and at short notice to meet service needs.
Training/education required to be undertaken for the post/worked towards	

Desirable Requirements	
Qualifications / Training	5 years' experience working within an ALN support role.
Practical / Personal Skills	