

Disgrifiad Swydd

Teitl y Swydd	Cynorthwydd Addysgu (Lefel 2) i weithio o fewn y Gwasanaeth Trochi
Gwasanaeth	Ysgolion
Graddfa	Lefel 2
Pwynt/iau Cyflog	4
Cyflog	£25,185 pro rata
Pwrpas y Swydd	<p>Prif nod Gwasanaeth Cefnogi'r Gymraeg Ceredigion yw codi safonau llythrennedd Cymraeg yn ysgolion y sir. I'r perwyl hwn, rydym yn chwilio am gynorthwydd addysgu o'r radd flaenaf i gefnogi gwaith rhagorol yn y Canolfannau Trochi ac o fewn ysgolion y Sir.</p> <p>Mae hon yn swydd rhan amser 0.8 (Dydd Llun – Iau). Prif ffocws y swydd fydd cefnogi dysgwyr yn y tair canolfan drochi (Canolfan Penweddig, Canolfan y Felin a Chanolfan y Castell), a bydd disgwyl i'r ymgeisydd llwyddiannus deithio rhyngddynt yn unol ag anghenion y gwasanaeth.</p> <p>Bydd yr ymgeisydd llwyddiannus yn:</p> <ul style="list-style-type: none"> • Meddu ar sgiliau llafar Cymraeg rhagorol. • Meddu ar ddealltwriaeth gadarn o'r modd y mae dysgwyr yn caffael a datblygu'r Gymraeg gan fodelu arferion rhagorol ymhlith dysgwyr y canolfannau. • Medru gweithio fel rhan o dîm ac yn annibynnol yn ôl y gofyn gan ddangos hyblygrwydd. • Meddu ar sgiliau cymhwysedd digidol cadarn.
Lleoliad Gwaith Cytundebol	Ysgol Dyffryn Aeron
Oriau Gwaith	26 awr yr wythnos
Math o Gytundeb	Rhan-amser
Hyd y Cytundeb	Cyfnod Penodedig
Teitl swydd y Rheolwr Llinell	Arweinydd y Gwasanaeth Trochi
Cyfrifoldebau Goruchwyllo / Rheoli	Na
Atebolrwydd	I'r Prif Swyddog Addysg
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	Mae'r swydd yn amodol ar wiriad Manylach DBS ar gyfer Plant, gan gynnwys gwiriad yn erbyn y Rhestr Waharddedig i Blant.

Dyletswyddau a chyfrifoldebau

Bydd yr ymgeisydd llwyddiannus yn:

- Modelu iaith ragorol ac addas.
- Meithrin perthynas waith effeithiol gydag amrywiaeth o ymarferwyr.
- Cefnogi gyda rhediad dyddiol y canolfannau trochi.
- Gweithio fel aelod o dîm yn ogystal â gweithio'n annibynnol.
- Cefnogi disgyblion i wella a datblygu eu sgiliau ieithyddol.
- Paratoi adnoddau yn ôl y galw.

**Cyfeirnod at Ddibenion Gwerthuso
Swyddi**

SUP 060

Manyleb y Person

Gofynion Hanfodol	
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	<ul style="list-style-type: none"> Cymhwyster NVQ3 neu brofiad perthnasol. Bydd angen i ddeiliad y swydd allu teithio i wahanol leoliadau ledled y sir ar fyr rybudd, gan ddefnyddio cludiant personol, i ymateb yn brydlon i anghenion y gwasanaeth.
Sgiliau ieithyddol Cymraeg:	<p>Rhaid i chi feddu ar y sgiliau ieithyddol canlynol pan fyddwch chi'n dechrau'r swydd.</p> <p>Gwranddo 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.</p> <p>Sgiliau Darllen Lefel 4: Gallu deall gohebiaeth ac adroddiadau wedi'u mynegi mewn</p> <p>Sgiliau Ysgrifennu Lefel 4: Medru llunio gohebiaeth fusnes, adroddiadau byr, negeseuon e-bost a llenyddiaeth hysbysrwydd gyda chymorth golygyddol.</p>
Sgiliau ieithyddol 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 rhyngpersonol ardderchog. Y gallu i weithio'n annibynnol ac fel rhan dîm. Dealltwriaeth gadarn o ddatblygiad ieithyddol dysgwyr. Sgiliau cymhwysedd digidol cadarn.

Profiad Hanfodol	<ul style="list-style-type: none"> Gweithio gyda dysgwyr a staff i gyflawni safonau rhagorol drwy annog, modelu a gosod targedau ymarferol ar gyfer gwelliant.
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	Diogelu Plant Grŵp B

Gofynion Dymunol	
Cymwysterau / Hyfforddiant	Cymorth Cyntaf
Sgiliau Ymarferol / Personol	Sgiliau creu adnoddau addysgu digidol

Job Description

Post Name	Teaching Assistant (Level 2) to work with Ceredigion's Welsh Language Support Team
Service	Schools Service
Grade	Level 2
Spinal Point/s	4
Salary	£25,185 pro rata
Job Purpose	<p>The Primary aim is to raise standards of Welsh literacy in schools across the county. To this end, we are seeking a high-quality Teaching Assistant to support excellent practice within the Immersion Centres and in schools across the county.</p> <p>This is a part-time post, 0.8 (Monday to Thursday). The main focus of the role will be to support learners in the three Immersion Centres (Canolfan Penweddig, Canolfan y Felin and Canolfan y Castell), and the successful candidate will be expected to travel between them in line with the needs of the service.</p> <p>The successful candidate will:</p> <ul style="list-style-type: none"> • Have excellent spoken Welsh language skills. • Have a sound understanding of how learners acquire and develop Welsh, modelling excellent practice among learners within the Centres. • Be able to work as part of a team and independently as required. • Have strong digital competence skills.
Contractual Work Location/Base	Ysgol Dyffryn Aeron
Hours of Work	26 hours per week
Type of Contract	Part-time
Contract Duration	Fixed Term
Line Managers Job Title	Immersion Service Leader
Supervisory/Managerial Responsibilities	N/A
Accountability	Chief Education Officer
Contractual Terms Associated with the Post	This post is subject to an Enhanced Child DBS check, including a check against the Children's Barred List.

Duties and Responsibilities

The successful candidate will:

- Model excellent and appropriate language use.
- Develop effective working relationships with a range of practitioners.
- Support the day-to-day operation of the Immersion Centres.
- Work both collaboratively as part of a team and independently.
- Support learners to improve and develop their language skills.
- Prepare resources as required.

Job Evaluation Post Ref	SUP 060
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Person Specification

Essential Requirements	
Academic / Professional / Technical / Vocational Qualifications	<ul style="list-style-type: none"> NVQ3 qualification or relevant experience. Using their own travel arrangements, the postholder must be able to attend locations across the county at very short notice, in order to respond promptly to operational and service demands.
Welsh Linguistic Skills:	<p>You must possess the following linguistic skills when you start the position.</p> <p>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.</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 interpersonal skills. The ability to work independently and as part of a team. A sound understanding of learners' language Development. Strong digital competence skills.
Required Experience	<ul style="list-style-type: none"> Working with learners and staff to achieve high standards through encouragement, modelling and setting practical targets for improvement
Training/education required to be	Safeguarding Children – Group B

undertaken for the post/worked towards	
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Desirable Requirements	
Qualifications / Training	First Aid
Practical / Personal Skills	Skills in creating digital teaching resources