

**Disgrifiad swydd**  
**Cynorthwydd Addysgu Lefel Uwch (CALU)**  
**Higher Level Teaching Assistant (HLTA)**

**Teitl y swydd:** CALU

**Cytundeb:** Parhaol

**Statws:** Llawn amser

### **Y rôl**

Rydym yn chwilio am unigolyn brwdfrydig, trefnus ac ymroddedig i ymuno â'n tîm fel CALU Lefel 4. Bydd deiliad y swydd yn chwarae rôl allweddol wrth gefnogi gweithrediadau ein hadrannau craidd. Bydd y rôl yn canolbwyntio ar gefnogi ein hadran Saesneg, gan weithio'n agos gyda grwpiau o ddisgyblion ac athrawon blaengar yr adran. Bydd y rôl yn cynnwys arwain gwaith wedi'i dargedu ar ddatblygu llythrennedd grwpiau o ddisgyblion, gan helpu i gryfhau eu medrau darllen, ysgrifennu a deall. Yn ogystal, bydd y rôl yn cynnwys cefnogi grwpiau o ddisgyblion sy'n ei chael hi'n anodd gyda'u gwaith, a darparu cymorth penodol i ddisgyblion SIY (Saesneg fel Iaith Ychwanegol), gan eu helpu i ddatblygu eu medrau iaith, eu hyder a'u hannibyniaeth mewn amgylchedd cefnogol.

### **Prif gyfrifoldebau**

- Arwain a chydlynu gweithgareddau cymorth dysgu o ddydd i ddydd o fewn yr Adran Saesneg
- Arwain grwpiau o ddisgyblion sy'n astudio cymwysterau Lefel Mynediad Saesneg a TGAU Saesneg
- Cynllunio, trefnu a chynnal sesiynau dysgu ac ymyrraethau i grwpiau o ddisgyblion
- Arwain mentrau i wella llythrennedd ar draws grwpiau targed
- Arwain a modelu arferion da wrth gefnogi disgyblion yn y dosbarth
- Cefnogi a mentora staff cynorthwyol eraill, lle bo'n briodol
- Gweithio gyda disgyblion sydd angen cymorth ychwanegol, gan gynnwys y rhai sy'n ei chael hi'n anodd gyda'u gwaith
- Cefnogi disgyblion SIY i ddatblygu eu medrau iaith a dealltwriaeth
- Addasu tasgau ac adnoddau i ddiwallu anghenion unigolion
- Cydweithio'n agos ag athrawon i gynllunio, cyflwyno ac asesu cynnydd disgyblion
- Monitro a chofnodi cynnydd disgyblion, gan gyfrannu at adroddiadau ac adolygiadau
- Hyrwyddo hyder, cymhelliant ac ymddygiad cadarnhaol ymhlith disgyblion
- Cyfrannu'n rhagweithiol at ddatblygu a gwella prosesau a dulliau gweithio'r adran

### **Gofynion hanfodol**

- Profiad perthnasol
- Sgiliau trefnu a chyfathrebu rhagorol
- Profiad o gefnogi dysgu neu weithio gyda phlant/pobl ifanc
- Gallu dangos arweinyddiaeth a mentergarwch yn y gwaith
- Gallu gweithio'n annibynnol ac fel rhan o dîm
- Sylw i fanylder a gallu rheoli llwyth gwaith
- Medrau TG da (e.e. Microsoft Office neu systemau tebyg)

### **Dymunol**

- Cymhwyster Lefel 4 (neu gyfwerth)
- Profiad o weithio mewn amgylchedd addysg
- Dealltwriaeth o anghenion dysgu ychwanegol (ADY)
- Profiad o gefnogi disgyblion SIY
- Gallu gweithio trwy gyfrwng y Gymraeg a'r Saesneg

### **Pam ymuno â ni?**

Cyfle i ddatblygu gyrfa mewn amgylchedd cefnogol

Gwaith amrywiol ac ystyrlon sy'n cael effaith uniongyrchol ar ddisgyblion

**Job title:** HLTA

**Agreement:** Permanent

**Status:** Full time

**Salary:** Level 4

### **The role**

We are looking for an enthusiastic, organised and dedicated individual to join our team as a HLTA Level 4. The post holder will play a key role in supporting the operations of our core departments. The role will focus on supporting our English department, working closely with groups of pupils and the inspiring teachers in the department. The role will include leading targeted work on developing the literacy of groups of pupils, helping to strengthen their reading, writing and understanding skills. In addition, the role will include supporting groups of pupils who are finding the work difficult and providing specific support to EAL (English as an Additional Language) pupils, helping them to develop their language skills, confidence and independence in a supportive environment.

### **Main responsibilities**

- Lead and coordinate day-to-day learning support activities within the English department
- Lead groups of pupils studying Entry Level English and GCSE English qualifications
- Plan, organise and conduct learning sessions and interventions for groups of pupils
- Lead initiatives to improve literacy across target groups
- Lead and model good practices when supporting pupils in class
- Support and mentor other support staff, where appropriate
- Work with pupils who need additional support, including those who find the work difficult
- Support EAL pupils to develop their language and understanding skills
- Adapt tasks and resources to meet the needs of individuals
- Work closely with teachers to plan, present and assess pupils' progress
- Monitor and record pupils' progress, contributing to reports and reviews
- Promote confidence, motivation and positive behaviour among pupils
- Contribute proactively to developing and improving the department's processes and working methods

### **Essential requirements**

- Relevant experience
- Excellent organisational and communication skills
- Experience of supporting learning or working with children/young people
- Being able to show leadership and initiative at work
- Ability to work independently and as part of a team
- Attention to detail and ability to manage workload
- Good IT skills (e.g. Microsoft Office or similar systems)

### **Desirable**

- Level 4 qualification (or equivalent)
- Experience of working in an education environment
- Understanding of additional learning needs (ALN)
- Experience of supporting EAL pupils
- Being able to work through the medium of Welsh and English

### **Why join us?**

- An opportunity to develop a career in a supportive environment
- Varied and meaningful work that has a direct impact on pupils