

## Disgrifiad Swydd

<b>Teitl y Swydd</b>	Swyddog Cynhwysiant Addysg
<b>Gwasanaeth</b>	Ysgolion
<b>Graddfa</b>	9
<b>Pwynt/iau Cyflog</b>	24-25
<b>Cyflog</b>	£35,412- £37,280 pro rata
<b>Pwrpas y Swydd</b>	Sicrhau bod yr awdurdod a'i ysgolion yn cadw at cyfrifoldebau statudol yng nghyswllt presenoldeb yn yr ysgol a materion cysylltiedig. Cefnogi ysgolion, plant a'u theuluoedd drwy sicrhau fod pob disgybl yn mynychu'r ysgol yn rheolaidd.
<b>Lleoliad Gwaith Cytundebol</b>	Canolfan Rheidol, Aberystwyth
<b>Oriau Gwaith</b>	37 awr yr wythnos
<b>Math o Gytundeb</b>	Llawn-amser
<b>Hyd y Cytundeb</b>	Dros Dro
<b>Teitl swydd y Rheolwr Llinell</b>	Arweinydd Tîm Gwasanaeth Cynhwysiant Addysg
<b>Cyfrifoldebau Goruchwylio / Rheoli</b>	
<b>Atebolrwydd</b>	<ul style="list-style-type: none"> <li>• Cadw cofnodion cywir</li> <li>• Cael mynediad i ddata basau a chofnodion electronig a'u dadansoddi</li> <li>• Llunio adroddiadau a pharatoi ffeiliau ar gyfer y llys, fel y bo angen</li> <li>• Cynrychioli'r gwasanaeth mewn ysgolion a chyfarfodydd aml-asiantaethol</li> <li>• Datblygu sylfaen gwybodaeth mewn cyfraith addysg, gan gyfeirio'n benodol at y fframwaith cyfreithiol sydd yn ymwneud a phresenoldeb mewn ysgolion</li> </ul>
<b>Telerau Cytundebol sy'n Gysylltiedig â'r Swydd</b>	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

- Herio a chefnogi ysgolion unigol yng nghyswllt presenoldeb disgyblion a rhoi cyngor ar arfer dda.
- Cefnogi rhieni i gyflawni eu dyletswydd cyfreithiol yn g nghyswllt addysg eu plentyn (plant).
- Ymgymryd a gwaith achos gyda disgyblion rhieni gan greu strategaethau priodol yn uniol a'i faterion materion unigryw ac unigol.
- Ymateb yn briodol i faterion a amlygwyd gan y teulu a meddwl am atebion dychmygus i broblemau.
- Ystyried achos cyfreithiol yn erbyn rhiant nad yw ei blentyn yn mynychu'r ysgol.
- Ymgymryd a gwaith ataliol yn yr ysgol gyda rhieni a / neu'r disgybl i wella presenoldeb.
- Hwylusi darpariaeth cwricwlwm amgen ar gyfer disgyblion lle maent yn briodol.
- Gweithio gydag adrannau ac asiantaethau eraill fel y bo angen i gynnwys trefnu cyfarfodydd cynllunio proffesiynol i ddatblygu cynlluniau gweithredu addas yn dibynnu ar anghenion yr unigolyn.

- Ymgymryd a maes gwaith arbenigol ar ran y gwasanaeth (fel y cytunwyd gan y reolwr llinell)

Cyfeirnod at Ddibenion Gwerthuso  
Swyddi

SUP 001

# Manyleb y Person

Gofynion Hanfodol	
<b>Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol</b>	Gradd neu lefel gyfatebol
<b>Sgiliau Ieithyddol Cymraeg:</b>	<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 4:</b> Medru llunio gohebiaeth fusnes, adroddiadau byr, negeseuon e-bost a llenyddiaeth hysbysrwydd gyda chymorth golygyddol.</p>
<b>Sgiliau Ieithyddol Saesneg:</b>	<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>
<b>Sgiliau Ymarferol / Personol</b>	<ul style="list-style-type: none"> <li>• Medru gweithio ar ben eich hun a blaenoriaethu baich gwaith</li> <li>• Y gallu i fonitro a chynnal adolygiadau rheolaidd ar ddarpariaeth unigol</li> <li>• Parodrwydd i herio ysgolion yng nghyswllt gweithredu arfer dda</li> <li>• Parodrwydd i herio agweddau a all effeithio ar hawl y plentyn i addysg gyflawn ac effeithiol a defnyddio ymyrraeth gyfreithiol, os oes angen</li> </ul>

	<ul style="list-style-type: none"> <li>• Medru gweithio yn effeithiol o fewn cyd-destun amlasiantaethol os oes angen</li> <li>• Y gallu i weithio gydag unigolion a allai ddangos ymddygiadau heriol</li> <li>• Y gallu i weithio ar ei ben ei hun e.e. ymweliadau cartref</li> <li>• Sgiliau cyfathrebu ardderchog, yn llafar ac yn ysgrifenedig</li> <li>• Sgiliau TG da.</li> </ul>
<b>Profiad Hanfodol</b>	<ul style="list-style-type: none"> <li>• Profiad o weithio gyda phlant a theuluoedd gan gynnwys y rhai a allai ddangod ymddygiadau heriol</li> <li>• Profiad o gadw cofnodion ac ysgrifennu adroddiadau cryno a chywir</li> <li>• Profiad o weithio mewn tîm</li> <li>• Profiad o weithio ar eich pen eich hun</li> </ul>
<b>Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd</b>	<ul style="list-style-type: none"> <li>• Dealltwriaeth fanwl o gyfraith addysg yng nghyswilt presenoldeb yn yr ysgol a materion cysylltiedig</li> <li>• Amddiffyn Plant Lefel 2</li> </ul>

<b>Gofynion Dymunol</b>	
<b>Cymwysterau / Hyfforddiant</b>	<ul style="list-style-type: none"> <li>• Dealltwriaeth elfennol o natur statudol gwaith yn ymwneud â phresenoldeb yn yr ysgol ac ymrwymadau statudol cysylltiedig eraill</li> <li>• Gwybodaeth sylfaenol yn ymwneud ag iechyd emosiynol plant a phobl ifanc</li> <li>• Gwybodaeth elfennol o weithdrefnau amddiffyn plant</li> </ul>
<b>Sgiliau Ymarferol / Personol</b>	

## Job Description

<b>Post Name</b>	Education Inclusion Officer
<b>Service</b>	Schools Service
<b>Grade</b>	9
<b>Spinal Point/s</b>	24-25
<b>Salary</b>	£35,412- £37,280 pro rata
<b>Job Purpose</b>	To ensure that the authority and its schools adhere to their statutory responsibilities with regard to school attendance and related matters. To support schools, children and their families in ensuring that all pupils attend school regularly.
<b>Contractual Work Location/Base</b>	Canolfan Rheidol, Aberystwyth
<b>Hours of Work</b>	37 hours per week
<b>Type of Contract</b>	Full-time
<b>Contract Duration</b>	Temporary
<b>Line Managers Job Title</b>	Team Leader Education Inclusion Service
<b>Supervisory/Managerial Responsibilities</b>	
<b>Accountability</b>	<ul style="list-style-type: none"> <li>• Maintaining accurate records</li> <li>• Accessing and analysing electronic databases and records</li> <li>• Producing reports and preparing court files as necessary</li> <li>• Representing the service in schools and multi-agency meetings</li> <li>• Developing a knowledge base in education law, with particular reference to the legal framework concerning school attendance</li> </ul>
<b>Contractual Terms Associated with the Post</b>	This post is subject to an Enhanced Child DBS check, including a check against the Children's Barred List.
<b>Duties and Responsibilities</b>	
<ul style="list-style-type: none"> <li>• Challenging and supporting individual schools with regard to pupil attendance and advising on best practice</li> <li>• Supporting parents to fulfil their legal duty with regard to the education of their child (ren)</li> <li>• Undertaking casework with identified pupils by creating appropriate strategies approaching each case according to its unique and individual issues.</li> <li>• Respond appropriately to issues highlighted by the family and think of imaginative solutions to problems</li> <li>• To consider legal action against a parent whose child is not attending school.</li> <li>• Undertake preventative work in school with parents and/or pupil to improve attendance.</li> <li>• To facilitate alternative curriculum provision for pupils where appropriate</li> <li>• Working with other departments and agencies as required to include arranging professional planning meetings to develop suitable action plans dependent on the individual's needs.</li> </ul>	

- Undertaking a specialist area of work on behalf of the service(as agreed with line manager)

<b>Job Evaluation Post Ref</b>	SUP 001
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# Person Specification

Essential Requirements	
<b>Academic / Professional / Technical / Vocational Qualifications</b>	Degree or equivalent level
<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 4:</b> Can write business correspondence, short reports, e-mail messages and information literature with editorial assistance.</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>• Ability to work on own initiative and prioritise workload</li> <li>• Ability to undertake monitor and take regular reviews on individual provision</li> <li>• Willingness to challenge schools with regard to the implementation of good practice</li> <li>• Willingness to challenge attitudes that may compromise a child's right to a full and efficient education and to apply legal interventions if necessary</li> <li>• Ability to work effectively within a multiagency context if required</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to work with individuals who may show challenging behaviours</li> <li>• Ability to lone work e.g. home visits</li> <li>• Excellent communication skills, both verbal and written</li> <li>• Good IT skills</li> </ul>
<b>Required Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with children and families including those who may display challenging behaviours</li> <li>• Experience of record keeping and writing concise and accurate reports</li> <li>• Experience of working within a team setting</li> <li>• Experience of lone working</li> </ul>
<b>Training/education required to be undertaken for the post/worked towards</b>	<ul style="list-style-type: none"> <li>• Detailed understanding of the education law as applied to school attendance and related matters</li> <li>• Child Protection Level 2</li> </ul>

<b>Desirable Requirements</b>	
<b>Qualifications / Training</b>	<ul style="list-style-type: none"> <li>• Basic understanding of the statutory nature of school attendance work and other related statutory obligations</li> <li>• Basic knowledge related to children and young people's emotional health</li> <li>• Basic knowledge of child protection procedures</li> </ul>
<b>Practical / Personal Skills</b>	