



Proffil Swydd/Job Profile

Teitl y Swydd – Cynorthwy-ydd Addysgu -
Lefel 1

Post Title – Teaching Assistant Level

Adran	Addysg a Phlant
Department	Education and Children

Is-Adran/Adain	Ysgol Bro Dinefwr
Division/Section	Ysgol Bro Dinefwr

Gradd/Grade	B+4%
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Rhif y Swydd/Post Number	019082
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Paratowyd Gan/Prepared By	Pennaeth/Head Teacher
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Dyddiad/Date	Ebrill/April 2024
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Prif Ddiben y Swydd

Gweithio o dan gyfarwyddyd uniongyrchol staff addysgu/staff uwch, fel arfer yn yr ystafell ddosbarth neu yn unrhyw ran arall o'r ysgol fel y bo'r angen, i gefnogi mynediad i ddysgu ar gyfer disgyblion a rhoi cymorth cyffredinol i'r athro/athrawes lle'n bosib ac yn berthnasol.

Prif dasgau/cyfrifoldebau

Cymorth i ddisgyblion

- Rhoi sylw i anghenion personol y disgyblion dan sylw a gweithredu rhaglenni personol cysylltiedig gan gynnwys materion cymdeithasol, iechyd, corfforol, glendid, cymorth cyntaf, gofynion toiled, bwydo, symud a materion lles.
- Wedi derbyn hyfforddiant, rhoi moddion yn unol â gweithdrefnau'r AAL a pholisïau'r ysgol yn ôl y gofyn.
- Goruchwyllo a rhoi cymorth i'r disgyblion dan sylw gan sicrhau ei f/bod yn ddiogel ac yn gallu cyrchu'r dysgu.
- Meithrin cysylltiadau da â'r disgyblion, a bod yn ymwybodol o anghenion unigol ac ymateb yn briodol iddynt.
- Hyrwyddo bod y disgyblion yn cael ei g/chynnwys a'i dd/derbyn.
- Annog y disgyblion i ryngweithio ag eraill a chymryd rhan mewn gweithgareddau dan arweiniad yr athro/athrawes.
- Annog y disgyblion i fod yn annibynnol fel y bo'n briodol.
- Annog y disgyblion i ymddwyn yn briodol ac yn unol â pholisï'r ysgol.
- Annog y disgyblion i ddatblygu hunanddisgyblaeth, hunan-barch, hyder ac annibyniaeth.
- Helpu i weithredu Cynlluniau Addysg Unigol/ Cynlluniau Ymddygiad/ rhaglenni Gofal Personol y disgyblion dan sylw yn ôl y gofyn.

Cymorth i'r Athro/Athrawes

- Paratoi'r ystafell ddosbarth ar gyfer gwersi yn ôl y cyfarwyddyd, clirio wedyn a helpu i arddangos gwaith y disgyblion
- Bod yn ymwybodol o broblemau/ cynnydd/ cyflawniadau y disgyblion a rhoi gwybod i'r athro/athrawes fel y cytunwyd.
- Cadw cofnodion ar gyfer y disgyblion yn unol â'r hyn a ofynnwyd (gwybodaeth am ddisgybl penodol neu aelodau grŵp yn cynnwys y disgybl dan sylw)
- Cefnogi'r athro/athrawes o ran rheoli ymddygiad y disgyblion yn unol â pholisï'r ysgol ac annog disgyblion i fod yn gyfrifol am ei ymddygiad.
- Cynnal profion cynnydd arferol ar gais yr athro/athrawes yn ôl y gofyn.
- Casglu gwybodaeth gan rieni/gofalwyr a rhoi gwybodaeth iddynt yn ôl cyfarwyddyd a hynny mewn pryd
- Darparu cymorth clercol/ gweinyddol e.e. llungopïo, teipio, ffeilio, paratoi arddangosfeydd o'r gwaith, casglu arian ac yn y blaen yn ôl y gofyn.

Cymorth i'r cwricwlwm

- Rhoi cymorth i'r disgyblion ddeall cyfarwyddiadau a roddir gan yr athro/athrawes

- Rhoi cymorth i'r disgyblion mewn perthynas â strategaethau dysgu lleol a chenedlaethol e.e. llythrennedd, rhifedd, blynyddoedd cynnar, yn ôl cyfarwyddyd yr athro/athrawes
- Rhoi cymorth i'r disgyblion o ran defnyddio TGCh mewn gweithgareddau dysgu yn ôl y cyfarwyddyd
- Paratoi, cynnal a chadw a defnyddio offer/ adnoddau yn ôl cyfarwyddyd yr athro/athrawes a chynorthwyo'r disgybl i'w defnyddio.

Cymorth i'r ysgol

- Gwybod am y polisiâu a'r gweithdrefnau sy'n ymwneud ag amddiffyn plant, iechyd a diogelwch, cyfrinachedd a diogelu data, a chydymffurfio â hwy, gan roi gwybod am eich holl bryderon i berson priodol a hynny mewn pryd.
- Gwybod am wahaniaethau a chefnogi hynny gan sicrhau bod y disgybl yn cael yr un cyfleoedd i ddysgu a datblygu.
- Cyfrannu i ethos/ gwaith/ amcanion cyffredinol yr ysgol.
- Gwerthfawrogi a chefnogi rôl gweithwyr proffesiynol eraill.
- Mynychu cyfarfodydd perthnasol yn ôl yr angen.
- Cymryd rhan mewn hyfforddiant a gweithgareddau dysgu eraill a datblygu perfformiad yn ôl yr angen.
- Cynorthwyo i oruchwylio disgyblion y tu allan i amser gwersi gan gynnwys cyn ac ar ôl ysgol ac amser cinio.
- Mynd gyda staff addysgu a disgyblion penodol ar ymweliadau, tripiau a gweithgareddau y tu allan i'r ysgol yn ôl yr angen.

Yn gyfrifol am staff/offer

Yn atebol i

Cydlynnydd ADY

Meini Prawf Hanfodol

Cymwysterau, Hyfforddiant galwedigaethol ac Aelodaeth Broffesiyno

Safon addysg gyffredinol dda gyda safon TGAU neu gyfwerth mewn sgiliau rhifedd a llythrennedd.
Wedi derbyn hyfforddiant neu'n barod i ymgymryd â hyfforddiant ELKLAN.

Y sgiliau sy'n ymwneud â'r swydd a Galluoed

Deall gwahanol ofynion ac anghenion plant yn y camau datblygu perthnasol.
Gyda'r sgiliau perthnasol i ddarparu cefnogaeth briodol i unigolion / grwpiau bach.

Gwybodaeth

Gweithio'n adeiladol fel rhan o dîm, gan ddeall rolau a chyfrifoldebau ystafell ddosbarth a'ch safle chi o fewn y rhain.
Deall a gallu defnyddio technoleg gwybodaeth a chyfathrebu sylfaenol e.e. cyfrifiadur, peiriant fideo, llungopiwr.
Sgiliau da o ran ymwneud â phobl eraill er mwyn cysylltu'n dda â phlant ac oedolion

Profiad

Gweithio gyda/gofalu am blant sydd yn yr oedran perthnasol.
Gweithio gyda disgyblion ag anghenion ychwanegol.

Rhinweddau personol

Bod yn barod i gydymffurfio â'r polisiâu a'r gweithdrefnau a fabwysiadwyd i'w defnyddio gan yr ysgol.
Y gallu i ymddwyn yn broffesiynol bob amser.

Meino Prawf Dymunol

Gwybodaeth briodol a'r gallu i ddefnyddio cymorth cyntaf.
Deall sut i baratoi gwersi a defnyddio sgiliau creadigol wrth arddangos gwaith.

Sgiliau Iaith /Cyfathrebu

Cliciwch ar y ddolen - [Pa lefel ydych chi?](#)

Cymraeg	Sgiliau Llafar Lefel 2	Sgiliau Ysgrifennu Lefel 1
Saesneg	Sgiliau Llafar Lefel 5	Sgiliau Ysgrifennu Lefel 5
Arall (nodwch)		

GWIRIADAU'R GWASANAETH DATGELU A GWAHARDD (DBS)

Gall fod gwiriadau DBS yn ofynnol ar gyfer rhai swyddi lle bydd angen gweithio gyda phlant ac oedolion agored i niwed. Mae'r canlynol yn ofynnol ar gyfer y swydd hon

Adran A – y math o ddatgeliad **Datgeliad Manwl gan wirio'r rhestr wahardd**

Adran B – y math o weithlu **Y gweithlu plant**

Y RHESWM

Gweithio mewn ysgol.

UNRHYW WYBODAETH ARALL

Bod yn barod i fynd gyda staff addysgu a disgyblion ar ymweliadau, tripiau a gweithgareddau y tu allan i'r ysgol yn ôl yr angen.

Helpu i oruchwylio disgyblion y tu allan i'r ystafell ddosbarth, gan gynnwys cyn ac ar ôl ysgol ac yn ystod egwyl os bydd angen..

Main Purpose of Job

To work under the direct instruction of teaching/senior staff, usually in the classroom or any other area of the school as required, to support access to learning for all pupils including those identified as having special educational needs and provide general support to the teacher in the management of the pupil and the classroom.

Key responsibilities

Support for Pupils

- Attend to the pupils personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid, toileting, feeding, mobility and welfare matters.
- Following training, administer medicines in accordance with procedures for LEA and school policies.
- Supervise and support the pupils ensuring his/her safety and access to learning, including those with special educational needs.
- Establish good relationships with the pupils, acting as a role model and being aware of and responding appropriately to his/her individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage the pupils to interact with others and engage in activities led by the teacher.
- Encourage the pupils to act independently as appropriate.
- Encourage the pupils to behave in an appropriate manner and according to school policy.
- Encourage the pupils to develop self-discipline, self-esteem, confidence and independence.
- Assist with the implementation of IEP's/ Behaviour Plans/ Personal Care programmes

Support for the Teacher

- Prepare the classroom as directed for lessons, clear afterwards and assist with the display of pupils' work
- Be aware of pupil problems/ progress/ achievements and report to the teacher as agreed
- Undertake pupil record keeping as requested (pupil information)
- Support the teacher in managing pupil behaviour in line with school policy and encourage the pupil to take responsibility for his own behaviour.
- Administer routine progress tests as required by the teacher.
- Gather/ report information from/ to parents/ carers as directed in a timely manner.
- Provide clerical/ administrative support e.g. photocopying, typing, filing, preparing displays of work, collecting money etc.

Support for the curriculum

- Support the pupils to understand instructions as directed by the teacher.
- Support the pupils in respect of local and national learning strategies e.g. literacy, numeracy, early years, as directed by the teacher.
- Support the pupils in using ICT in learning activities as directed.
- Prepare, maintain and use equipment/ resources as directed by the teacher and assist pupils in their use.

Support for the school

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person in a timely manner.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/ work/ aims of the school.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson time including before and after school and at lunchtimes.

Accompany teaching staff and pupils on visits, trips and out of schools' activities as required.

Responsible for staff/equipment

Reporting to

ALN Manager/ALNCo

Essential Criteria

Qualifications, Vocational training and Professional Memberships

A good general level of education with numeracy and literacy skills to GCSE level or equivalent.
ELKLAN trained or willing to undertake training.

Job Related Skills and Competencies

Understanding of the differing requirements and needs of children at relevant developmental stages.

Have the relevant skills to provide appropriate support to individual/small groups.

Knowledge

Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.

Understanding and ability to use basic information and communication technology e.g. computer, video, photocopier.

Good interpersonal skills in order to relate well to children and adults

Experience

Working with or caring for children of relevant age.

Working with pupils with additional needs.

Personal qualities

Willingness to comply with the policies and procedures adopted for use by the school.

The ability to conduct oneself in a professional manner at all times.

Desirable Criteria

Appropriate knowledge and ability to apply first aid.

Understanding of lesson preparation and creative skills in displaying work.

Language and Communication Skills

Click on the link [What level are you?](#)

Welsh	Spoken Level 2	Written level 1
English	Spoken Level 5	Written level 5
Other (please State)		

DISCLOSURE AND BARRING SERVICES (DBS) CHECKS

DBS Checks may be required for certain posts which work with children and vulnerable adults. This post requires:

Section A – type of disclosure **Enhanced Disclosure with Barred list check**

Section B – workforce type **Child Workforce**

JUSTIFICATION

Working in a school

ANY OTHER INFORMATION

Willingness to accompany teaching staff and pupils on visits, trips and out of school activities as required.
Assist with the supervision of pupils outside of the classroom, including before and after school and at break times if required.