

Proffil Swydd/Job Profile

Teitl y Swydd – Cynorthwydd Addysgu Lefel 1
Post Title – Teaching Assistant – Level 1

Adran	Addysg a Phlant
Department	Education & Children
Is-Adran/Adain	Ysgol Llanmiloe School
Division/Section	Addysg Education
Gradd/Grade	B + 4%

Rhif y Swydd/Post Number	019395
--------------------------	--------

Paratowyd Gan/Prepared By	Pennaeth/Head Teacher
---------------------------	-----------------------

Dyddiad/Date	Mawrth / March 2024
--------------	---------------------

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, a rhoi ar waith y rhaglenni personol cysylltiedig, gan gynnwys materion cymdeithasol, iechyd, corfforol, hylendid, cymorth cyntaf, toiledau, bwydo, symudedd a materion lles.
- Yn dilyn hyfforddiant, gweinyddu meddyginiaeth yn unol â'r gweithdrefnau sy'n cyd-ymffurfio â pholisiâu'r AALL a'r ysgol.
- Goruchwyllo a chefnogi disgyblion gan sicrhau eu diogelwch a'u hawl i gyrchu addysg, gan gynnwys y rhai sydd ag anghenion addysgol arbennig.
- Sefydlu perthynas dda gyda'r disgyblion, gan weithredu fel model rôl a bod yn ymwybodol o ac ymateb yn briodol i anghenion unigol.
- Hybu cynhwysiad a derbyniad pob disgybl
- Annog disgyblion i ryngweithio gydag eraill ac ymroi i weithgareddau a arweinir gan yr athro
- Annog disgyblion i weithredu'n annibynnol fel y bo'n briodol
- Annog disgyblion i ymddwyn mewn modd priodol ac yn unol â pholisi'r ysgol
- Annog disgyblion i ddatblygu hunanddisgyblaeth, hunan-barch, hyder ac annibyniaeth
- Cynorthwyo gyda rhoi ar waith y Cynlluniau Addysg Unigol, y Cynlluniau Ymddygiad a'r Rhaglenni Gofal Personol

CYMORTH I'R ATHRO/ATHRAWES

- Paratoi'r ystafell ddosbarth yn ôl y cyfarwyddyd ar gyfer gwersi, clirio wedi hynny a chynorthwyo gydag arddangos gwaith y disgyblion
- Bod yn ymwybodol o broblemau disgyblion / eu cynnydd / a'u cyflawniadau ac adrodd i'r athro fel y cytunwyd
- Ymgymryd â chadw cofnodion y disgybl yn ôl y gofyn (gwybodaeth am y disgyblion)
- Cefnogi'r athro wrth reoli ymddygiad disgyblion yn unol â pholisi'r ysgol ac annog y disgyblion i gymryd cyfrifoldeb am eu hymddygiad eu hunain.
- Gweinyddu profion cynnydd rheolaidd ar gais yr athro
- Casglu / adrodd gwybodaeth gan / i rieni / gofalwyr yn ôl y cyfarwyddyd ac mewn da bryd
- Darparu cefnogaeth glerigol / weinyddol ee llungopïo, teipio, ffeilio, paratoi arddangosfeydd o waith, casglu arian, ac ati

CYMORTH I'R CWRICWLWM

- Cefnogi disgyblion i ddeall cyfarwyddiadau fel y cyfarwyddir gan yr athro
- Cefnogi disgyblion mewn perthynas â strategaethau dysgu lleol a chenedlaethol ee llythrennedd, rhifedd, CA3, blynyddoedd cynnar, yn ôl cyfarwyddyd yr athro
- Cefnogi disgyblion wrth ddefnyddio TGCh mewn gweithgareddau dysgu yn ôl y cyfarwyddyd
- Paratoi, cynnal a defnyddio offer / adnoddau yn ôl cyfarwyddyd yr athro a chynorthwyo'r disgyblion i'w defnyddio

CYMORTH I'R YSGOL

- Bod yn ymwybodol o, a chydymffurfio â pholisïau a gweithdrefnau sy'n ymwneud ag amddiffyn plant, iechyd, diogelwch a diogeled, cyfrinachedd a diogelu data, adrodd am bob pryder i berson priodol mewn da bryd.
 - Bod yn ymwybodol o, a chefnogi gwahaniaeth a sicrhau bod gan bob disgybl fynediad cyfartal i gyfleoedd i ddysgu a datblygu.
 - Cyfrannu at 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 y gofyn
 - Cynorthwyo gyda goruchwyllo disgyblion y tu allan i amser gwersi, gan gynnwys cyn ac ar ôl ysgol ac yn ystod amser cinio
- Mynd gyda staff addysgu a disgyblion ar ymweliadau, teithiau a gweithgareddau y tu allan i'r ysgol yn ôl y gofyn.

Yn gyfrifol am staff/offer

Yn atebol i

Rheolwr y Ganolfan Cynhwysiad

Meini Prawf Hanfodol

Cymwysterau, Hyfforddiant galwedigaethol ac Aelodaeth Broffesiyno

Lefel addysg dda gyda sgiliau llythrennedd a rhifedd hyd at lefel TGAU
Bod yn barod i gwblhau Rhaglen Sefydlu neu gymhwyster arall fel CGC 2.

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

Dealltwriaeth o wahanol anghenion plant ar adegau datblygiadol perthnasol
Dealltwriaeth o baratoi ar gyfer gwersi a sgiliau creadigol ar gyfer creu arddangosfeydd o waith disgyblion.

Gwybodaeth

Gweithio fel rhan o dîm, deall swyddogaeth a chyfrifoldebau o fewn y dosbarth a deall eich swydd chi o fewn y rhain.
Gallu defnyddio technoleg gwybodaeth ee. Cyfrifiadur, fideo, llungopiwr.
Sgiliau rhyngbersonol da er mwyn cyfathrebu'n effeithiol gyda phlant ac oedolion.

Profiad

Gweithio gyda neu ofalu am blant o'r oed perthnasol.

Rhinweddau personol

Parodrwydd i gydymffurfio â'r polisiau a'r gweithdrefnau a fabwysiadwyd i'w defnyddio gan yr ysgol.
Y gallu i ymddwyn mewn modd proffesiynol bob amser.
Gwybodaeth addas o Gymorth Cyntaf a'r gallu i'w weithredu.

Meino Prawf Dymunol

Parodrwydd i fynd gyda athrawon a disgyblion ar dripiâu, ymweliadau a gweithgareddau all-gyrsiol yn ol yr angen.

bydd angen arolygu plant y tu allan i'r ystafell ddosbarth, gan gynnwys cyn ac ar ol ysgol ac yn ystod amser egwyl.

Byddai diddordeb yn yr Iaith Arwyddo Brydeinig o fudd, gan fod posibilrwydd y bydd angen gweithio o fewn y ganolfan HI.

Sgiliau Iaith /Cyfathrebu

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

Cymraeg	Sgiliau Llafar Lefel 2	Sgiliau Ysgrifennu Lefel 2
Saesneg	Sgiliau Llafar Lefel 3	Sgiliau Ysgrifennu Lefel 3
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

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 pupils 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 pupils ensuring their safety and access to learning, including those with special educational needs.
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Encourage pupils to act independently as appropriate
- Encourage pupils to behave in an appropriate manner and according to school policy
- Encourage pupils to develop self discipline, self esteem, confidence and independence
- Assist with the implementation of IDP'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 pupils to take responsibility for their 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 eg. photocopying, typing, filing, preparing displays of work, collecting money etc

SUPPORT FOR THE CURRICULUM

- Support pupils to understand instructions as directed by the teacher
- Support pupils in respect of local and national learning strategies e.g. literacy, numeracy, early years, as directed by the teacher
- Support 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

Responsible for staff/equipment

None

Reporting to

Headteacher

Essential Criteria

Qualifications, Vocational training and Professional Memberships

A good general level of education with numeracy and literacy skills to GCSE level or equivalent.

Willingness to complete an Induction Programme or other equivalent recognised qualification such as NVQ 2

Job Related Skills and Competencies

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

Understanding of lesson preparation and creative skills in displaying work.

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.

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

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.

Appropriate knowledge and ability to apply first aid.

Language and Communication Skills

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

Welsh	Spoken Level 2	Written level 2
English	Spoken Level 3	Written level 3
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 disclo

Enhanced Disclosure with Barred list check

Section B – workforce typ

Child Workforce

JUSTIFICATION

Working in a school

ANY OTHER INFORMATION