



Proffil Swydd/Job Profile

Teitl y Swydd – Goruchwylydd Amser Cinio
Post Title – Lunchtime Supervisor

Adran	Addysg a Phlant
Department	Education & Children

Is-Adran/Adain	Ysgol Y Tymbl
Division/Section	Tumble School

Gradd/Grade	A + 4%
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Rhif y Swydd/Post Number	006766
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Paratowyd Gan/Prepared By	Pennaeth/Head Teacher
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Dyddiad/Date	Medi/September 2023
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Prif Ddiben y Swydd
Rôl goruchwyliwr amser cinio yw sicrhau diogelwch a lles disgyblion yn ystod yr egwyl ganol dydd. Bydd hyn yn golygu goruchwyllo disgyblion yn effeithiol yn safle'r ysgol ac yn ei chylch
Prif dasgau/cyfrifoldebau
- Goruchwyllo disgyblion i sicrhau eu diogelwch o fewn adeilad yr ysgol ac ar dir yr ysgol. - Recordio unrhyw ddamwain, anaf neu ymddygiad annerbyniol yn y llyfr 'Digwyddiadau - Sicrhau bod unrhyw ddamwain, anaf neu ymddygiad annerbyniol yn cael ei adrodd i'r Pennaeth neu aelod o staff. - Sicrhau bod disgyblion yn dilyn rheolau ysgol a rheolau'r iard gan dynnu eu sylw at reolau'r ysgol o gwmpas yr adeilad. - Rheoli ymddygiad disgyblion tu fewn a thu allan i adeilad yr ysgol. - Cadw disgyblion allan o ddosbarthiadau pan eu bod tu fas. - Sicrhau nid yw unrhyw ddisgybl yn gadael safle'r ysgol heb ganiatâd. - Sicrhau nid oes unrhyw un heb ganiatâd i fod ar iard yr ysgol yn cael mynediad. - Yn ystod chwarae gwlyb, goruchwyllo'r disgyblion yn y dosbarth a'u hysgogi i chwarae gemau a chefnogi disgyblion i ddysgu gemau newydd, darllen llyfrau, canu, celf a chrefft a darllen storïau iddynt. Cymorth i ddisgyblion - Sicrhau bod plant yn ymddwyn yn briodol wrth resi am ginio. - Ysgogi arfer dda wrth fwyta bwyd ac ymddwyn wrth y bwrdd yn gwrtais. - I gynorthwyo disgyblion lle'n briodol i dacluso llestri ac ati wrth glirio'u byrddau. - I sicrhau bod disgyblion yn cerdded yn dawl a gofalus wrth adael y neuadd. - I sicrhau bod disgyblion yn cael gofalaeth yn syth ar ol gadael y neuadd. - Gofalu am ddisgyblion sy'n sal gan gynnwys clirio i fyny. - Unrhyw gyfrifoldeb rhesymol arall mae'r pennaeth yn holi i chi wneud.
Yn gyfrifol am staff/offer
Neb
Yn atebol i
Pennaeth

Meini Prawf Hanfodol

Cymwysterau, Hyfforddiant galwedigaethol ac Aelodaeth Broffesiyno

Gweler prif dasgau

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

Gweler prif dasgau

Gwybodaeth

Gweler prif dasgau

Profiad

Gweler prif dasgau

Rhinweddau personol

Gweler prif dasgau

Meino Prawf Dymunol

Sgiliau da o ran cyfathrebu a bod yn aelod o dîm

Profiad o weithio gyda phlant o'r oedran perthnasol

Y gallu i weithio'n effeithiol mewn tîm

Sgiliau Iaith /Cyfathrebu

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

Cymraeg	Sgiliau Llafar Lefel 4	Sgiliau Ysgrifennu Lefel 1
Saesneg	Sgiliau Llafar Lefel 4	Sgiliau Ysgrifennu Lefel 1
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
The role of a lunchtime supervisor is to secure the safety and welfare of pupils during the mid-day break. This will involve effective supervision of pupils in and about the premises of the school
Key responsibilities
• Supervise pupils to ensure safety within the school buildings and in the school grounds. • Deal with any accident or incident that may occur and record in the 'Incident Book' • Report any accident or incident of bad behaviour to the Head Teacher or member of senior staff on duty. • Ensure that pupils obey the school rules and draw their attention to the rules displayed around the school building. • Control the behaviour of pupils within the school buildings and in the school grounds. • Keep the pupils out of the classroom when they should be outside. • Ensure pupils do not leave school grounds without permission. • Ensure that entry to school grounds is restricted to those that have good and proper reason to be there. • During inclement weather, supervise pupils in the classroom activities such as Storytelling, reading, games, singing, etc, for the duration of the lunch interval Support for Pupils • Ensure that pupils' queue and dine in an orderly fashion. • Encourage good eating habits and table manners and to assist pupils when eating their meals if necessary. • To assist pupils where necessary, to clear used crockery and cutlery from dining tables. • To ensure that pupils leave the dining area in a safe and orderly fashion. • To ensure that pupils are not left unsupervised immediately after leaving the dining area. • Attend to sick pupils, including the cleaning of spillage and sickness. • Such other duties as may reasonably be required by the Head Teacher or the Authority's Officers
Responsible for staff/equipment
None
Reporting to
Head Teacher

Essential Criteria

Qualifications, Vocational training and Professional Memberships

Please see Main Purpose of Job

Job Related Skills and Competencies

Please see Main Purpose of Job

Knowledge

Please see Main Purpose of Job

Experience

Please see Main Purpose of Job

Personal qualities

Please see Main Purpose of Job

Desirable Criteria

Good communication and team member skills

Able to work effectively as part of a team

Experience of working with children of relevant age

Language and Communication Skills

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

Welsh	Spoken Level 4	Written level 1
English	Spoken Level 4	Written level 1
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