

### DISGRIFIAD SWYDD

<b>Teitl y Swydd:</b>	Gweithiwr Cymorth Cyfathrebu
<b>Gradd/Graddfa:</b>	4
<b>Lleoliad:</b>	Aberdare/Nantgarw/Rhondda/Ystrad Mynach
<b>Adrodd i:</b>	Pennaeth y Ddarpariaeth Dysgu Ychwanegol (DDY)

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#### **Pwrpas y swydd**

Darparu cefnogaeth a chymorth cyfathrebu i ddysgwyr sy'n fyddar, sydd â nam ar eu clyw neu sydd ag anhawster cyfathrebu sy'n eu galluogi i gael mynediad at gwricwlwm academaidd ac ehangach y coleg. Bod yn gyfrifol am ddatblygu, gweithredu, monitro a gwerthuso ystod eang o fecanweithiau cymorth a fydd yn cynorthwyo dysgwyr unigol i symud ymlaen yn llwyddiannus drwy eu hastudiaethau.

#### **Dyletswyddau a Chyfrifoldebau Allweddol**

- Gweithio fel rhan o'r Tîm DDY gyda dysgwyr er mwyn hwyluso cyfathrebu a mynediad at addysgu a dysgu gan ddefnyddio Iaith Arwyddion Prydain ac ystod o ddulliau a strategaethau cyfathrebu, fel y bo'n briodol
- Gweithio'n hyblyg i ddarparu cymorth yn y dosbarth, i grwpiau bach neu i unigolion
- Cynllunio, cyflwyno a, lle bo angen, asesu'r cymorth sy'n briodol i brofiadau, sgiliau a gwybodaeth alwedigaethol dysgwyr
- Hwyluso cyfathrebu rhwng dysgwyr, staff a chyfoedion a datblygu a hyrwyddo integreiddiad cymdeithasol dysgwyr
- Cysylltu â'r Tiwtor Cwrs er mwyn adnabod anghenion cymorth unigol dysgwyr a chynghori staff addysgu a staff eraill ar strategaethau cyfathrebu priodol wrth weithio gyda dysgwyr byddar
- Darparu cefnogaeth briodol i ddysgwyr yn ystod arholiadau ac asesiadau, yn ôl canllawiau a gyhoeddir gan y cyrff dyfarnu
- Gwerthuso a monitro effeithiolrwydd y cymorth

- Cefnogi'r Coleg i wella'r amgylchedd ar gyfer dysgwyr byddar / dysgwyr â nam ar eu clyw a chyfrannu at hyfforddiant ymwybyddiaeth yn ymwneud â phobl fyddar i staff a dysgwyr eraill
- Cadw cofnodion a data dysgwyr yn unol â gweithdrefnau rheoli data'r Coleg
- Cefnogi dysgwyr ar leoliadau gwaith ac ymweliadau addysgol yn ôl yr angen
- Cynorthwyo dysgwyr sy'n symud o amgylch y coleg yn ôl yr angen, gan gynnwys i ac o drafnidiaeth
- Goruchwyllo a chefnogi dysgwyr yn ystod amser cinio ac egwyl, fel bo angen
- Lle bo'n briodol, diwallu anghenion gofal personol dysgwyr gan gynnwys mynd i'r toiled
- Bod yn ymwybodol o natur newidiol y Coleg ac ymateb iddo, a mabwysiadu ymagwedd hyblyg a rhagweithiol tuag at waith - gallai hyn gynnwys gwaith gyda'r nos a dyletswyddau ar draws y campysau.
- Bod yn weithredol wrth hyrwyddo annibyniaeth y dysgwyr

### **Gweithgarwch Ychwanegol**

- Cydymffurfio'n weithredol â Pholisi Cyfle Cyfartal y Coleg
- Cymryd rhan ym mhroses Rheoli Perfformiad ac Adolygu'r Coleg a chyfrannu ati
- Mynychu cyfarfodydd staff a dysgu a datblygu yn ôl yr angen
- Cydymffurfio'n weithredol â'r Rheoliadau Tân ac Iechyd a Diogelwch
- Cydymffurfio'n weithredol â phob polisi sydd gan y Coleg, gan gynnwys cyfrinachedd a diogelu data

Ymgymryd â dyletswyddau eraill fel y bo'n rhesymol ofynnol gan y Coleg, naill ai yn eich prif le gwaith neu mewn adeilad arall yn y Coleg, sy'n gymesur â gradd a chyfrifoldebau \*\*\*\*\*

**Bydd gan yr holl staff a gyflogir yng Ngholeg y Cymoedd gyfrifoldeb dros ddiogelu a hyrwyddo lles myfyrwyr.**

**Cydnabyddir y gall dyletswyddau a chyfrifoldebau pob swydd newid o bryd i'w gilydd a gellir diwygio swydd ddisgrifiadau mewn ymgynghoriad.**

**Cytunwyd gan Ddeiliad y Swydd \_\_\_\_\_ Dyddiad**





## JOB DESCRIPTION

<b>Job Title</b>	Communication Support Worker
<b>Grade/Scale</b>	4
<b>Base</b>	Aberdare/Nantgarw/Rhondda/Ystrad Mynach
<b>Reporting to</b>	Head of Additional Learning Provision (ALP)

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### **Purpose of the job**

To provide communication support and assistance to learners who are Deaf, have a hearing impairment or communication difficulty enabling them access to both the academic and wider college curriculum. To be responsible for the development, implementation, monitoring and evaluation of a wide range of support mechanisms that will assist an individual learner to progress successfully through their studies.

### **Key Duties & Responsibilities**

- To work as part of the ALP Team with learners to facilitate communication and access to teaching and learning using BSL and a range of communication modes and strategies, as appropriate
- To work flexibly to provide in-class, small group or individual support
- Plan, deliver and where required assess support appropriate to the learners' vocational experiences, skills and knowledge
- To facilitate communication between learner, staff and peers and to develop and promote the social integration of the learners
- Liaise with the Course Tutor to enable the individual support needs of a learner to be identified and to advise teaching and other staff on appropriate communication strategies
- To provide appropriate support to learners during examinations and assessments, according to guidelines issued by the awarding bodies
- Evaluate and monitor effectiveness of support

- Support the College in improving the environment for Deaf/hearing impaired learners and contribute to deaf-awareness training for other staff and learners
- Maintain learner records and data in accordance with the College's data management procedures
- To support learners on placements, educational visits as required
- Assist as required with learners moving around the college including to and from transport
- Supervise and support learners at lunch and break times, as required
- Where appropriate, attend to the personal care needs of learners including toileting
- Be aware of, and responsive to, the changing nature of the College and adopt a flexible and proactive approach to work – this could include evening work and cross campus duties
- Actively promote learner independence

#### **Additional Activity**

- Actively comply with the College Equality of Opportunity Policy
- Participate in and contribute to the College Performance Management And Review process
- Attend staff meetings and learning and development as required
- Actively comply with Fire and Health & Safety Regulations
- Actively comply with all college policies, including confidentiality and data protection
- Undertake such other duties as may be reasonably required by the College, either at your principal place of work or other College premises, commensurate with the grade and responsibilities of a Communication Support Worker

**All staff employed at Coleg y Cymoedd will have responsibility for the safeguarding and for the promoting the welfare of students.**

**It is recognised that duties and responsibilities of all posts may change from time to time and job descriptions may be amended in consultation.**

**Agreed by Post Holder \_\_\_\_\_ Date \_\_\_\_\_**