



Proffil Swydd/Job Profile

Teitl y Swydd – Cynorthwy-ydd Addysgu
Lefel 3

Post Title – Teaching Assistant Level 3

Adran	Addysg a Phlant
Department	Education and Children

Is-Adran/Adain	Ysgolion
Division/Section	Ysgol Bro Banw

Gradd/Grade	E + 4%
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Rhif y Swydd/Post Number	012168
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Paratowyd Gan/Prepared By	Pennaeth/Head Teacher
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Dyddiad/Date	Mai/May 2022
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Prif Ddiben y Swydd

- Gweithio dan arweiniad staff addysgu a / neu aelodau o'r fîm arweinyddiaeth ac o fewn system goruchwyllo a gytunwyd,
- Cefnogi plant gydag anghenion dysgu ychwanegol i gael mynediad i ddysgu. Gallai hyn gynnwys y rheiny y mae angen gwybodaeth fanwl ac arbenigol arnynt mewn meysydd penodol.
- Cyfrannu i gynllunio'r athro/athrawes gan sicrhau bod gan pob disgybl yr un cyfle i gael mynediad i'r cwricwlwm.
- I dderbyn hyfforddiant er mwyn cefnogi disgyblion a pharatoi adnoddau dysgu addas.
- I arwain C.P.A. yn y dosbarth

Prif dasgau/cyfrifoldebau

CYMORTH I DDISGYBLION

- Defnyddio sgiliau arbenigol (cwricwlaidd/dysgu) / hyfforddiant / profiad i gefnogi pob disgybl.
- Rhoi cymorth o ran datblygu Cynlluniau Addysg Unigol a Chynlluniau Ymddygiad Personol a'u rhoi ar waith
- Meithrin cysylltiadau gwaith cynhyrchiol gyda disgyblion, gan fod yn batrwm ymddwyn a gosod disgwyliaid uchel
- Hyrwyddo bod yr holl ddisgyblion yn y dosbarth yn cael eu cynnwys a'u derbyn
- Rhoi sylw i anghenion personol disgyblion a gweithredu rhaglenni personol cysylltiedig gan gynnwys materion cymdeithasol, iechyd, corfforol, glendid, cymorth cyntaf, gofynion toiled, bwydo a symud.
- Bod yn gyson wrth roi cymorth i ddisgyblion a chydabod ac ymateb eu hanghenion unigol
- Annog disgyblion i ryngweithio a chydweithio ag eraill a'i chynnwys mewn gweithgareddau
- Hyrwyddo annibyniaeth a defnyddio strategaethau er mwyn cydnabod a gwobrwyo disgyblion pan fydd yn llwyddo i fod yn hunanddibynnol
- Rhoi adborth i ddisgyblion ynghylch eu cynnydd a chydabod a gwobrwyo llwyddiant, gan gynnwys ymddygiad a phresenoldeb.
- Gweithio'n effeithlon ac yn agos gyda'r holl staff a phobl proffesiynol sy'n cyfarfod i gwrdd ag anghenion disgyblion.

CYMORTH I'R ATHRO/ATHRAWES

- Gweithio gyda'r athro/athrawes er mwyn creu amgylchedd dysgu sy'n bwrpasol, trefnus a chefnogol
- Gweithio gyda'r athro/athrawes o ran cynllunio gwersi, gwerthuso ac addasu gwersi/cynlluniau gwaith fel bo'n briodol
- Monitro a gwerthuso ymatebion y ddisgybl i weithgareddau dysgu drwy arsylwi a chofnodi cyflawniad yn ôl yr amcanion dysgu a bennwyd ymlaen llaw

- Ar gais yr athro/athrawes, darparu adborth llafar a/neu ysgrifenedig ar gynnydd a chyflawniad disgyblion.
- Yn gyfrifol am gadw a diweddarau cofnodion fel y cytunwyd â'r athro/athrawes, gan gyfrannu i adolygiadau o systemau/cofnodion yn ôl yr hyn a ofynnwyd.
- Ar gais, marcio gwaith y ddisgyblion a chofnodi ei chyflawniad/cynnydd yn gywir
- Hyrwyddo gwerthoedd ac agweddau cadarnhaol ac ymddygiad da gan disgyblion a delio ar unwaith ag unrhyw wrthdaro neu ddigwyddiadau yn unol â pholisiâu sefydledig ac annog y disgybl i fod yn gyfrifol am ei hymddygiad;
- Cydgysylltu mewn modd sensitif ac effeithiol â rhieni/gofalwyr fel y cytunwyd â'r athro/athrawes o fewn eich rôl/cyfrifoldeb a chymryd rhan mewn sesiynau/cyfarfodydd adborth â rhieni yn ôl y cyfarwyddyd
- Rhoi cymorth clercol/gweinyddol cyffredinol e.e. gweinyddu gwaith cwrs, llunio adnoddau Braille ar gyfer gweithgareddau a gytunwyd ac ati

CYMORTH I'R CWRICWLWM

- Rhoi'r rhaglenni addysgu/gweithgareddau dysgu a gytunwyd ar waith.
- Rhoi rhaglenni ar waith sy'n gysylltiedig â strategaethau dysgu lleol a chenedlaethol e.e. llythrennedd, rhifedd.
- Gwneud defnydd effeithiol o gyfleoedd a ddarperir gan weithgareddau dysgu eraill er mwyn hybu datblygiad sgiliau perthnasol
- Cefnogi'r defnydd o TGCh mewn gweithgareddau dysgu, a datblygu cymhwysedd ac annibyniaeth y ddisgybl yn y defnydd ohoni
- Helpu disgyblion i gymryd rhan mewn gweithgareddau dysgu drwy gymorth arbenigol
- Penderfynu ar yr angen am offer ac adnoddau cyffredinol ac arbenigol, eu paratoi a'u cynnal a'u cadw.

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
- Gwybod am wahaniaethau a chefnogi hynny gan sicrhau bod yr holl ddisgyblion yn cael yr un cyfleoedd i ddysgu a datblygu
- Cyfrannu i ethos/gwaith/amcanion cyffredinol yr ysgol gan gynnwys y Cwricwlwm Cymreig.
- Meithrin cysylltiadau cadarnhaol a chyfathrebu ag asiantaethau/gweithwyr proffesiynol eraill, mewn cydgysylltiad â'r athro/athrawes, i gefnogi cyflawniad a chynnydd y ddisgybl
- Mynychu a chymryd rhan mewn cyfarfodydd rheolaidd
- Cymryd rhan mewn hyfforddiant a gweithgareddau dysgu eraill yn ôl yr angen
- Adnabod eich cryfderau a'ch arbenigedd a defnyddio'r rhain i gynghori a chefnogi eraill
- Darparu arweiniad a goruchwyliaeth briodol a helpu i hyfforddi a datblygu staff cymorth eraill fel bo'n briodol

- Goruchwyllo'r ddisgybl yn ystod gweithgareddau dysgu ar ôl oriau ysgol yn unol â'r cynlluniau
- Goruchwyllo disgyblion ar ymweliadau, tripiâu a gweithgareddau y tu allan i'r ysgol yn ôl yr angen

Yn gyfrifol am staff/offer

Yn atebol i

Pennaeth

Meini Prawf Hanfodol

Cymwysterau, Hyfforddiant galwedigaethol ac Aelodaeth Broffesiyno

- Sgiliau rhifedd/llythrennedd da iawn
- Cymhwyster Galwedigaethol Cenedlaethol (NVQ) 3 ar gyfer cynorthwywyr dysgu, neu gymhwyster neu brofiad cyfwerth

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

Gwybodaeth

- Yn gallu defnyddio TGCh yn effeithiol i gefnogi'r dysgu
- Gwybodaeth ddigonol am y cwricwlwm cenedlaethol/cyfnod sylfaen a strategaethau/rhaglenni dysgu perthnasol eraill
- Gwybodaeth lawn am bolisiau/codau ymarfer perthnasol ac ymwybyddiaeth o ddeddfwriaeth berthnasol
- Y gallu i ymwneud yn dda â phlant ac oedolion
- Gweithio'n adeiladol fel rhan o dîm, gan ddeall rolau a chyfrifoldebau ystafell ddosbarth a'ch safle chi o fewn y rhain
- Dealltwriaeth o egwyddorion prosesau dysgu a datblygiad plentyn

Profiad

- Profiad o weithio gyda phlant o'r oedran perthnasol
- Gweithio gyda disgyblion ag anghenion ychwanegol.

Rhinweddau personol

Meino Prawf Dymunol

- Defnyddio technoleg offer arall - peiriant fideo, llungopiwr
- Y gallu i hunanwerthuso anghenion dysgu ac i chwilio am gyfleoedd dysgu
- Hyfforddiant yn y strategaethau perthnasol i gefnogi'r dysgu e.e. llythrennedd a/neu faes cwricwlwm neu ddysgu penodol e.e. dwyieithrwydd, iaith arwyddion, dyslecsia, TGCh, mathemateg, CACHE ac ati.
- Hyfforddiant Cymorth Cyntaf priodol

Sgiliau Iaith /Cyfathrebu

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

Cymraeg	Sgiliau Llafar Lefel 5	Sgiliau Ysgrifennu Lefel 5
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

Main Purpose of Job

- To work under the guidance of teaching and /or members of the leadership team and within an agreed system of supervision,
- To support pupils in class in particular pupils with additional learning needs
- To contribute to the teacher's planning cycle to ensure the pupil has equal access to learning.
- To attend training to fully support pupils and to prepare resources.
- To lead P.P.A. in class

Key responsibilities

SUPPORT FOR PUPILS

- Use specialist (curricular/learning) skills/ training/ experience to support the pupil.
- Assist with the development and implementation of IEPs, IDPs and IBPs
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom
- Attend to pupils' personal needs and implement related personal programmes including social, health, physical, hygiene, first aid, toileting, feeding and mobility.
- Following training and administer any medication in accordance with procedures for LEA and school policies.
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage them in all activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to pupils in relation to progress and recognize and award achievement, including behaviour and attendance.
- Work effectively and extensively with all staff and professionals involved in meeting the needs of pupils.

SUPPORT FOR THE TEACHER

- Work with the teacher to create a purposeful, orderly and supportive learning environment
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
- Monitor and evaluate pupils' responses to learning activities through observation and the recording of achievement against pre-determined learning objectives
- Provide the teacher as requested with oral and/or written feedback on pupils' progress and achievement.
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
- When requested, undertake marking of pupils' work and accurately record achievement/progress

- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed
- Provide general clerical/admin support.

SUPPORT FOR THE CURRICULUM

- Implement agreed learning activities/ teaching programmes.
- Implement programmes linked to local and national learning strategies e.g. literacy, numeracy.
- Make effective use of opportunities provided by other learning activities to support the development of relevant skills
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Help pupils to access learning activities through specialist support
- Determine the need for, prepare and maintain general and specialist equipment and resources.

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
- 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, including Cwricwlwm Cymreig.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Attend and participate in regular meetings
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Provide appropriate guidance and supervision and assist in the training and development of other support staff as appropriate
- To undertake initiative and strategies such as Positive Play
- Undertake planned supervision of the pupil out of school hours learning activities
- Supervise pupils on visits, trips and out of school activities as required

Responsible for staff/equipment

None

Reporting to

Head Teacher

Essential Criteria

Qualifications, Vocational Training and Professional Memberships

Very good numeracy/literacy skills

NVQ 3 for Teaching Assistants or equivalent qualification or experience

Job Related Skills and Competencies

Knowledge

Can use ICT effectively to support learning

Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies

Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation

Ability to relate well to children and adults

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

Understanding of principles of child development and learning processes

Experience

Experience working with children of relevant age.

Working with pupils with additional needs, in particular, pupils with autism (or be prepared to train)

Personal qualities

Desirable Criteria

Training in the relevant strategies to support learning e.g. literacy and/or in particular curriculum or learning area e.g. bi-lingual, sign language, dyslexia, ICT, maths, English, CACHE etc.

Use of other equipment technology e.g. photocopier

Ability to self-evaluate learning needs and actively seek learning opportunities

Appropriate first aid training

Language and Communication Skills

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

Welsh	Spoken Level 5	Written level 5
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