

# JOB ADVERT FORM

<b>Advertising Start Date</b>	18/9/17
<b>Advertising Closing Date</b>	
<b>Main advert text (brief overview of Job Description) :</b>	<p style="text-align: center;"><b>Welsh:</b></p> <p>Lleoliad: Ysgol Gynradd Cenarth, Cenarth, Castell Newydd Emlyn, Ceredigion, SA38 9JP</p> <p>Cyflog: £8.50 yr awr</p> <p>Cytundeb: Cytundeb blwyddyn i ddechrau (tan Gorffennaf 2018)</p> <p>Oriau: 3.30 – 5.30 bob nos Fawrth a nos Iau (yn ystod y tymor)</p> <p>Mae'r ysgol wedi ymrwymo i ddiogelu a hybu lles plant a phobl ifanc. Disgwylir i bob aelod staff a gwirfoddolwr rannu'r ymrwymiad hwn a bydd yr ysgol yn gofyn am Wiriad Manylach y Gwasanaeth Datgelu a Gwahardd (DBS), sef y CRB gynt.</p> <p>Mae Diogelu ac Amddiffyn Plant yn flaenoriaethau allweddol i Wasanaethau Dysgu Cyngor Sir Ceredigion. Ein nod yw cefnogi plant a phobl ifanc bregus er mwyn sicrhau eu bod mor ddiogel â phosibl. Mae ein hysgolion wedi ymrwymo i ddiogelu ac amddiffyn pob plentyn, a byddant yn cymryd camau i ddiogelu'u lles a chydabod eu hawl i gael eu hamddiffyn. Caiff hyn ei gefnogi gan ethos cyffredinol yr holl ysgolion.</p>

	<p style="text-align: center;"><b>English:</b></p> <p>Location: Ysgol Gynradd Cenarth, Cenarth, Newcastle Emlyn, Ceredigion, SA38 9JP</p> <p>Salary: £8.50 per hour</p> <p>Contract: 1 year's contract to start (until July 2018)</p> <p>Hours: 3.30 – 5.30 every Tuesday and Thursday (term time)</p> <p>The school is committed to safeguarding and promoting the welfare of children and young people. Each member of staff and volunteer is expected to share this commitment, and the school will require an Enhanced check by the Disclosure and Barring Service (DBS), formerly CRB.</p> <p>Safeguarding and Child Protection are key priorities for Ceredigion County Council Learning Service. We aim to support vulnerable children and young people to ensure they are as safe as they can possibly be. Our schools are committed to ensuring the safety and protection of all children and will take action to safeguard their well-being, and acknowledge that children have a right to protection. This is supported in the general ethos of all schools.</p>
<p><b>Advertising in addition to Ceredigion.gov.uk?</b></p> <p><b>If so, please give details and expenditure code</b></p>	





## Disgrifiad Swydd

<b>Teitl y Swydd</b>	Cynorthwy-ydd Clwb ar ôl ysgol (x2) – TRYDYDD HYSBYSEBIAD
<b>Cyfeirnod at Ddibenion Gwerthuso Swyddi</b>	
<b>Maes Gwasanaeth</b>	Gofal Plant
<b>Graddfa SCP a Chyflog (yn amodol ar Werthuso Swyddi)</b>	£8.50 yr awr (3.30 – 5.30)
<b>Diben y Swydd</b>	Gofalu am a pharatoi gweithgareddau pwrpasol ar gyfer plant 4 – 11 oed mewn clwb ar ôl ysgol
<b>Lleoliad</b>	Ysgol Gynradd Cenarth
<b>Oriau Gwaith</b>	4 awr yr wythnos (2 awr ar nos Fawrth a 2 awr ar nos Iau – 3.30 – 5.30)
<b>Math o Contract</b>	Cytundeb blwyddyn o Fedi 2017
<b>Hyd y Contract</b>	Hyd Gorffennaf 2018 (i ddechrau)
<b>Teitl swydd y Rheolwr Llinell Uniongyrchol</b>	Athro â Gofal / Cadeirydd y Clwb
<b>Cyfrifoldebau Goruchwyllo / Rheoli – os ydyw'n berthnasol</b>	Rhennir dyletswyddau y clwb rhwng y ddau/ddwy gynorthwy-ydd.
<b>Dyletswyddau a chyfrifoldebau</b>	<p>Gwahoddir ceisiadau oddi wrth bobl brwdfrydig, egniol ac ymroddgar i ymgeisio am swydd cynorthwy-ydd clwb ar ôl ysgol yn yr ysgol uchod. Bydd gofyn i'r ymgeisydd llwyddiannus:</p> <ul style="list-style-type: none"><li>• Sicrhau y bodlonir gofynion Arolygiaeth Gofal a Gwasanaethau Cymdeithasol Cymru (AGGCC).</li><li>• Sicrhau cydymffurfiaeth gyda'r Safonau Gofynnol Cenedlaethol (NMS).</li><li>• Hyrwyddo a sicrhau y gweithredir yr holl bolisiau a gweithdrefnau.</li><li>• Darparu amgylchedd gofalgar a diogel trwy roi sylw unigol a chynnal gweithgareddau grŵp.</li><li>• Trefnu a chynllunio amrediad o weithgareddau o ansawdd uchel sy'n briodol i oedran a cham datblygiad y plentyn.</li></ul>

- Sicrhau diogelwch a lles plant, staff, rhieni a gofalwyr.
- Cyfathrebu a chysylltu â rhieni/gofalwyr er mwyn galluogi gweithrediad effeithiol y clwb.
- Cynorthwyo'r gwaith o hyrwyddo perthnasoedd cadarnhaol gyda rhieni/gofalwyr ac asiantaethau allanol.
- Mynychu hyfforddiant priodol pan fo hynny'n berthnasol e.e. Cymorth Cyntaf Pediatrig, Hylendid Bwyd, Amddiffyn Plant ac ati.
- Rhoi Cymorth Cyntaf Pediatrig os ydych wedi cael hyfforddiant priodol.
- Sicrhau amgylchedd cynhwysol a chyfartal.
- Cynnal cofrestrau presenoldeb/absenoldeb a chofnodion plant eraill.
- Sicrhau bod cyfrinachedd a threfniadau diogelu data yn cael eu cynnal pan fo hynny'n briodol.

Bydd hefyd disgwyl i'r ymgeisydd llwyddiannus feddu ar y sgiliau canlynol:

- Y gallu i sgwrsio yn rhugl yn y Gymraeg ac yn Saesneg
- Y gallu i uniaethu'n dda â phlant
- Y gallu i gadw cofnodion a gwneud gwaith gweinyddol angenrheidiol
- Y gallu i weithio fel aelod o dîm
- Y gallu i reoli adnoddau
- Sgiliau cyfathrebu da (llafar ac ysgrifenedig)
- Sgiliau rhifedd a llythrennedd da
- Y gallu i wneud defnydd da o TGCh (e.e. apiau ar I-pads, Microsoft Office)
- Cael agwedd hyblyg tuag at waith
- Cael gwybodaeth am ofynion Diogelu Plant
- Cael ymagwedd gadarnhaol tuag at ddysgu a meithrin sgiliau newydd trwy weithio mewn tîm a manteisio ar gyfleoedd hyfforddi
- Bod yn ddibynadwy a hygredol
- Bod yn amyneddgar

Am drafodaeth anffurfiol ynglŷn â'r swydd hon, mae pob croeso i chi gysylltu â'r Pennaeth Mrs Rhianydd James neu'r athrawes â gofal, Mrs Heulwen Howells ar 01239 710060 neu drwy e-bost ar [prif@cenarth.ceredigion.sch.uk](mailto:prif@cenarth.ceredigion.sch.uk)

Mae'r gallu i gyfathrebu yn y Gymraeg a'r Saesneg yn hanfodol i'r swydd hon.

**Atebolrwydd**

Diogelwch Plant  
Paraotoi gweithgareddau pwrpasol ar gyfer y plant yn y clwb

	Rheoli adnoddau ac arian yn effeithiol Hylendid bwyd Cymorth Cyntaf
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## Job Description

<b>Post Name</b>	After school club playworker (x2) RE-ADVERT
<b>Job Evaluation Post No</b>	
<b>Service Area</b>	Childcare
<b>Grade SCP and salary – subject to Job Evaluation</b>	£8.50 per hour (3.30 – 5.30)
<b>Job Purpose</b>	Look after and prepare purposeful activities for children aged 4 – 11 years old in an after school club
<b>Location</b>	Ysgol Gynradd Cenarth
<b>Hours of Work</b>	4 hours per week (2 hours on a Tuesday and 2 hours on a Thursday – 3.30 – 5.30)
<b>Type of Contract</b>	One year contract from September 2017
<b>Length of Contract</b>	Until July 2018 (to start)
<b>Immediate Line Managers job title</b>	Teacher in Charge / Club chairperson
<b>Supervisory/Managerial responsibilities – if applicable</b>	The responsibilities will be shared between the two playworkers
<b>Duties and responsibilities</b>	<p>We invite applications from enthusiastic, energetic and committed individuals to undertake the role of after school club playworker at the above school. The successful candidate must be able to:</p> <ul style="list-style-type: none"> <li>• Ensure Care and Social Service Inspectorate Wales (CSSIW) requirements are met.</li> <li>• Ensure compliance with the National Minimum Standards (NMS).</li> <li>• Promote and ensure all policies and procedures are implemented.</li> <li>• Provide a caring and secure environment through providing individual attention and group activities.</li> <li>• Organise and plan a range of high quality activities</li> </ul>

	<p>appropriate to the child's age and stage of development.</p> <ul style="list-style-type: none"> <li>• Ensure the safeguarding and welfare of children, staff, parents and carers.</li> <li>• Communicate and liaise with parents/carers to enable the effective operation of the club.</li> <li>• Support the promotion of positive relationships with parents/carers and outside agencies.</li> <li>• Attend appropriate training when applicable e.g. Paediatric First Aid, Food Hygiene, Child Protection etc.</li> <li>• Administer Paediatric First Aid when appropriately trained.</li> <li>• Ensure an inclusive and equal environment.</li> <li>• Maintain registers of attendance/absences and other child records.</li> <li>• Ensure confidentiality and data protection is maintained, where appropriate.</li> </ul> <p>In addition, the successful candidate will need to have the following skills:</p> <ul style="list-style-type: none"> <li>• The ability to converse fluently in Welsh and English</li> <li>• The ability to relate well to children</li> <li>• The ability to keep records and undertake necessary administration</li> <li>• The ability to work as part of a team</li> <li>• The ability to manage resources</li> <li>• Good communication skills (oral and written)</li> <li>• Good numeracy and literacy skills</li> <li>• The ability to make effective use of ICT (e.g. Ipad apps and Microsoft Office)</li> <li>• Flexible attitude to work</li> <li>• Knowledge of Safeguarding requirements</li> <li>• A positive approach to learning and gaining new skills through teamwork and training opportunities</li> <li>• Reliability and trustworthiness</li> <li>• Patience</li> </ul> <p>For an informal discussion about this post, you are welcome to contact the Headteacher, Mrs Rhianydd James or the teacher in charge, Mrs Heulwen Howells on 01239 710060 or via e-mail at <a href="mailto:prif@cenarth.ceredigion.sch.uk">prif@cenarth.ceredigion.sch.uk</a></p> <p>The ability to communicate through Welsh and English is essential for this position.</p>
<p><b>Accountability</b></p>	<p>Safeguarding of pupils  Preparation of purposive activities for the children in the club  Manage resources and money effectively  Food Hygiene  First Aid</p>





## Manyleb Person

<b>Y cymwysterau academaidd/proffesiynol/technegol/galwedigaethol (gan gynnwys Lefel y cymwysterau sy'n ofynnol ar gyfer y swydd</b>	NVQ Lefel 2 yn hanfodol (Lefel 3 yn ddymunol)			
<b>Lefel y sgiliau ieithyddol sy'n ofynnol ar gyfer y swydd</b>  (Gweler y canllawiau iaith a'r ceri   net )	Gweler y tabl isod.			
	<b>Gwrando/ Siarad</b>	<b>Darllen</b>	<b>Ysgrifennu</b>	
<b>Saesneg (Lefelau Fframwaith ALTE)</b>	5	5	5	<b>Hanfodol</b>
<b>Cymraeg (Lefelau Fframwaith ALTE)</b>	5	5	5	<b>Hanfodol</b>
<b>Sgiliau ymarferol/personol sy'n ofynnol ar gyfer y swydd</b>	Sgiliau rhyng-berthnasol da. Sgiliau TGCh hyderus			
<b>Profiad sy'n ofynnol ar gyfer y swydd</b>	Profiad o weithio gyda neu o ofalu am blant o oedran perthnasol			
<b>Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd</b>	Diogelu Plant (Lefel 2)  Cymorth Cyntaf  Hylendid bwyd			
<b>Sgiliau/cymwysterau dymunol</b>	Profiad o gyflawni tasgau gweinyddol (cofnodion cyfarfodydd, archebion, deio gydag anfonebau a.y.y.b.)			

## Person Specification

<b>The Academic / professional / Technical / vocational qualifications (including qualification Level) required for the post</b>	NVQ Level 2 is essential (NVQ Level 3 would be desirable)			
<b>Linguistic skills level required for the post</b>  (Please refer to guidance on <a href="#">ceri   net</a> )	See table below.  <i>*Note: The successful candidate <b>will be required</b> to learn the language within 2 years of being appointed if he/she is not currently a Welsh speaker.</i>			
	<b>Listening/ Speaking</b>	<b>Reading</b>	<b>Writing</b>	
<b>English (ALTE Framework Levels)</b>	5	5	5	<b>Essential</b>
<b>Welsh (ALTE Framework Levels)</b>	5	5	5	<b>Essential*</b>
<b>Practical/personal skills required for the post</b>	Good communication skills Good ICT skills			
<b>Experience required for the post</b>	Experience of working with or caring for children of relevant age			
<b>Training/education required to be undertaken for the post/worked towards</b>	Child protection Level 2  First Aid  Food Hygiene			
<b>Desirable Skills/Qualifications</b>	Experience of undertaking administrative tasks (record keeping, ordering goods, dealing with invoices etc)			