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**DISGRIFIAD SWYDD: DIRPRWY ARWEINYDD**

****Y Cylch**: Bydd Cylch Meithrin Hafan Hael Betws yn cofrestru ar gyfer cyllid Dechrau’n Deg a’r Cynnig Gofal Plant i Gymru. Mae`r Cylch yn darparu gofal o ansawdd a darpariaeth blynyddoedd cynnar i blant 2-4 oed o fewn awyrgylch deniadol, cyfeillgar a Chymreig. Caiff pob plentyn gyfle i gymryd rhan mewn amrywiaeth o weithgareddau sy’n hybu pob agwedd o’u datblygiad. Mae'r Cylch wedi'i gofrestru gyda Mudiad Meithrin, ac Arolygiaeth Gofal Cymru.

Mae'r lleoliad wedi'i gofrestru ar gyfer gofal dydd llawn ar gyfer 2-12 oed a bydd yn cynnig gofal cofleidiol o feithrinfeydd lleol a chlwb ar ôl ysgol o ysgolion cynradd lleol. Yn ystod y gwyliau bydd clwb gwyliau ar gael yn y lleoliad.

**Lleoliad: Hafan Hael Bettws, Flying Start Nursery Building, Grounds of Ysgol Ifor Hael, Meon Close, Bettws, Newport, NP20 7DU**

**Dyletswyddau’r Swydd:**

Bydd yn atebol i Berson Cofrestredig/ Unigolyn cyfrifol a Phwyllgor Rheoli’r Cylch i gyflawni’r dyletswyddau canlynol.

Cefnogi’r Arweinydd i:

* Ysgwyddo cyfrifoldeb am sicrhau bod y ddarpariaeth yn darparu gwasanaeth o’r safon uchaf o ragoriaeth posib gan ddatblygu’r gweithgareddau a chyfleusterau i’w llawn botensial.
* Sicrhau bod pob plentyn yn derbyn gofal o’r safon uchaf ac yn derbyn sylw gofalgar, prydlon a chynhwysol.
* Cydymffurfio â gofynion Dechrau’n Deg a Chynnig Gofal Plant Cymru, gan gynnwys cynorthwyo â pharatoi adroddiadau, mynychu cyfarfodydd, digwyddiadau ac unrhyw hyfforddiant perthnasol Baratoi yn drwyadl ar gyfer arolygiadau Arolygiaeth Gofal a Gwasanaethau Cymdeithasol Cymru a chynlluniau rhagoriaeth berthnasol.
* Sicrhau bod y ddarpariaeth yn cydymffurfio â holl ofynion rheoliadau'r Arolygiaeth Gofal a Gwasanaethau Cymdeithasol Cymru.
* Sicrhau naws ac awyrgylch Cymraeg a Chymreig o fewn y ddarpariaeth ar bob adeg gan sicrhau mai Cymraeg yw cyfrwng pob gweithgaredd.
* Cadw gwybodaeth a dealltwriaeth gyfredol o fewn maes gofal ac addysg y blynyddoedd cynnar ac iechyd a diogelwch.
* Sicrhau y gweithredir polisïau a gweithdrefnau’r ddarpariaeth yn effeithiol ar bob adeg.
* Sicrhau bod bob plentyn a rhiant yn cael eu croesawu a’u trin gyda pharch gan gwrdd â’u hanghenion cymdeithasol ac emosiynol.
* Ddatblygu dysgu ac addysgu o safon uchel o fewn meysydd dysgu'r Cyfnod Sylfaen.
* Cydweithio â’r tîm i gynllunio profiadau a gweithgareddau fydd yn ateb anghenion bob plentyn ac yn eu galluogi i ddatblygu i’w llawn botensial.
* Weithredu system effeithiol o arsylwi’r plant a chofnodi eu cynnydd a’u datblygiad.
* Weithredu systemau o fonitro a gwerthuso ansawdd y gwasanaeth i blant a’u rhieni.
* Sicrhau bod sylw manwl yn cael ei roi i hylendid y plant a glendid y ddarpariaeth ar bob adeg.
* Ddarparu gweithgareddau chwarae yn yr awyr agored fydd yn hybu datblygiad corfforol a chymdeithasol ac yn meithrin ymwybyddiaeth y plant o’u hamgylchedd.
* Cydweithio’n agos gyda gweithwyr proffesiynol, gan gynnwys gweithwyr cymdeithasol, ymwelwyr iechyd, therapyddion lleferydd, arbenigwyr Dechrau’n Deg ayyb.
* Cydymffurfio â rheoliadau iechyd a diogelwch ar bob amser.
* Mynychu cyfarfodydd arfarnu rheolaidd gan drafod cyfleodd datblygiad proffesiynol. Mynychu hyfforddiant perthnasol fel bo angen.
* Ymgymryd ag unrhyw ddyletswyddau ychwanegol sy’n berthnasol i’r swydd yn ôl cyfarwyddyd yr Arweinydd a Person Cofrestredig
* Cyflawni dyletswyddau'r Arweinydd yn ei absenoldeb

**Manyleb Person:**

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| **Sgiliau** | **Hanfodol** | **Dymunol** |
| Sgiliau rhyngbersonol a chyfathrebu o’r raddfa uchaf er mwyn gallu gweithio gyda phlant a’u teuluoedd mewn modd sensitif, cadarnhaol a heb ragfarn | ✓ |  |
| Gweithio yn gadarnhaol fel rhan o dîm | ✓ |  |
| Gyfathrebu yn effeithiol ar lafar yn y Gymraeg a’r Saesneg | ✓ |  |
| Gyfathrebu yn effeithiol yn ysgrifenedig yn y Gymraeg a’r Saesneg | ✓ |  |
| Sgiliau arwain tîm o ymarferwyr blynyddoedd cynnar |  | ✓ |

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| **Gwybodaeth / Cymwysterau** | **Hanfodol** | **Dymunol** |
| Cymhwyster proffesiynol priodol mewn blynyddoedd cynnar / gofal plant ar o leiaf lefel 3 | ✓ |  |
| Cofrestru ar y cymhwyster L3 Pontio i Waith Chwarae a chyflawni hyn o fewn amserlen y cytunwyd arni | ✓ |  |
| Cofrestru ar y cymwysterau gofal plant lefel 4 a 5 a chyflawni'r rhain o fewn amserlen y cytunwyd arni | ✓ |  |
| Cymhwyster proffesiynol priodol mewn blynyddoedd cynnar / gofal plant ar o leiaf lefel 5 |  | ✓ |
| Gwybodaeth am AGGCC a’r fenter Dechrau’n Deg | ✓ |  |
| Dealltwriaeth o’r mathau o ffactorau sy’n effeithio ar fywydau plant a’u teuluoedd | ✓ |  |
| Gwybodaeth a dealltwriaeth o sut mae plant yn dysgu a datblygu | ✓ |  |
| Gwybodaeth am y Cyfnod Sylfaen 3-7oed ynghyd â dulliau cynllunio, asesu a chofnodi cynnydd | ✓ |  |
| Gwybodaeth am yr arfer orau wrth ofalu am blant rhwng 2-3 oed | ✓ |  |
| Gwybodaeth am reoliadau perthnasol a chyfredol am ofal ac addysg Blynyddoedd Cynnar | ✓ |  |
| Categori B diogelu neu'n barod i gael dealltwriaeth drylwyr o faterion Diogelu Gofal Plant. | ✓ |  |

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| **Profiad** | **Hanfodol** | **Dymunol** |
| Profiad diweddar o ddarparu addysg a gofal blynyddoedd cynnar o ansawdd | ✓ |  |
| Profiad o weithio mewn partneriaeth â rhieni / gofalwyr er mwyn cefnogi datblygiad plant | ✓ |  |
| Profiad diweddar o reoli (neu ddirprwyo) mewn darpariaeth addysg a gofal blynyddoedd cynnar o ansawdd |  | ✓ |
| Profiad o arwain tîm o ddarparwyr addysg a gofal blynyddoedd cynnar |  | ✓ |

 **Manylion y Swydd:**

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| **Teitl y swydd:**  |
| Dirprwy Arweinydd  |

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| **Oriau gwaith:** |
| 40 – 44 awr yr wythnos ar sail rota i'w gytuno gyda'r Unigolyn Cyfrifol/Arweinydd |

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| **Cyflog:** |
| £25,792 - £28,371 y flwyddyn |

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| **Gwyliau:** |
| 32 diwrnod yn cynnwys gwyliau banc a chyfnod cau'r Nadolig |

**JOB DESCRIPTION: DEPUTY LEADER**

**The Cylch:** Cylch Meithrin Hafan Hael Bettws will be registering for Flying Start and the Childcare Offer For Wales funding. The Cylch provides quality care and early years provision to children 2-4 years of age within an attractive, friendly and Welsh atmosphere. Every child has the opportunity to participate in a variety of activities which promote every aspect of their development. The Cylch is registered with Mudiad Meithrin, and Care Inspectorate Wales.

The setting is registered for full daycare for age 2-12 and will be offering wraparound care from local nurseries and afterschool club from local primary schools. During the holidays a holiday club will be available at the setting.

**Location:**

**Hafan Hael Bettws, Flying Start Nursery Building, Grounds of Ysgol Ifor Hael, Meon Close, Bettws, Newport, NP20 7DU**

**Role Responsibilities:**

Being accountable to the Registered Person / Individual when carrying out the following duties:

Supporting the Leader by:

* Sharing responsibility for ensuring that the provision offers the highest possible standards of excellence, developing the service and facilities to their full potential.
* Ensuring that each child receives care of the highest standard and careful, prompt and inclusive attention.
* Complying with Flying Start and Childcare Offer for Wales requirements, including assisting with the preparation of reports, attending meetings, events and any relevant training.
* Thoroughly preparing for Care Inspectorate Wales inspections and other relevant schemes of excellence.
* Ensuring that the provision complies with Care Inspectorate Wales’s regulatory requirements.
* Ensuring a Welsh-speaking, Welsh ethos within the provision at all times, ensuring that Welsh is the sole medium of each activity.
* Maintaining an up-to-date knowledge and understanding of early years care and education, and health and safety.
* Ensuring that the provision’s policies and procedures are effectively implemented at all times.
* Ensuring that each child and parent are welcomed and treated with respect, meeting their social and emotional needs.
* Developing learning and teaching of a high standard within the Foundation Phase areas of learning.
* Cooperating with the team to plan experiences and activities which will meet the needs of each child, enabling them to develop to their full potential.
* Implementing an effective system of observing the children and recording their progress and development.
* Implementing a system to monitor and evaluate the quality of the service for children and their parents.
* Ensuring that close attention is paid to the children’s hygiene and the cleanliness of the provision at all times.
* Providing outdoor play activities that promote physical and social development and nurture the children’s awareness of their environment.
* Working closely with professional workers, including social workers, health visitors, speech therapists, Flying Start specialists etc.
* Complying with health and safety regulations at all times.
* Attending regular appraisal meetings, discussing opportunities for professional development. Attending relevant training as required.
* Undertaking any additional duties commensurate with the role, under the instruction of the Leader or Registered Person
* Fulfilling the duties of the Leader in their absence

**Person Specification:**

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| **Skills** | **Essential** | **Desirable** |
| Interpersonal and communication skills of the highest order, in order to be able to work with children and families in a sensitive and positive manner, without prejudice.  | ✓ |  |
| A positive team member. | ✓ |  |
| Effective verbal communication in both Welsh and English. | ✓ |  |
| Communicates effectively in writing, in both Welsh and English. | ✓ |  |
| The skills to lead a team of early year’s practitioners. |  | ✓ |

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|  **Knowledge / Qualifications**  | **Essential** | **Desirable** |
| Appropriate professional qualifications in early years / childcare at a minimum of level 3  | ✓ |  |
| Enrolment on the L3 Transition to Playwork qualification and achievement of this within an agreed timeframe | ✓ |  |
| Enrolment on the level 4 & 5 childcare qualifications and achievement of these within an agreed timeframe | ✓ |  |
| Appropriate professional qualifications in early years / childcare at a minimum of level 5 |  | ✓ |
| Knowledge of CIW and Flying Start enterprises  | ✓ |  |
| Understanding of the types of factors that effect the lives of children and their families. | ✓ |  |
| Knowledge and understanding of how children learn and develop. | ✓ |  |
| Knowledge of the 3-7 Foundation Phase, as well as planning, assessing and recording progress. | ✓ |  |
| Knowledge of best practice when caring for 2-3 year olds. | ✓ |  |
| Knowledge of relevant, current regulation of Early Years care and education. | ✓ |  |
| Category B safeguarding or willing to attain and thorough understanding of Child Care Safeguarding matters.  | ✓ |  |

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| **Experience**  | **Essential** | **Desirable** |
| Recent experience of providing quality early years care and education | ✓ |  |
| Experience of working in partnership with parents / carers in order to support children’s development | ✓ |  |
| Recent experience of managing (or delegating) the provision of quality early years care and education  |  | ✓ |
| Experience of leading a team of early years education and care providers  |  | ✓ |

 **Job Details:**

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| **Job title:** |
| Assistant Leader  |

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| **Hours of work:** |
| 40 – 44 hours a week on a rota basis to be agreed with Responsible Individual/Leader |

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| **Salary:** |
| £25,792 - £28,371 per annum |

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| **Holidays:** |
| 32 days inclusive of bank holidays and Christmas shut down period  |