



## Proffil Swydd/Job Profile

Teitl y Swydd –

Post Title -

|                               |  |
|-------------------------------|--|
| Adran                         |  |
| Department                    |  |
| Is-Adran/Adain                |  |
| Division/Section              |  |
| Gradd/Grade                   |  |
| Rhif y Swydd/Post Number      |  |
| Paratowyd Gan/Prepared by     |  |
| Dyddiad Paratoi/Date prepared |  |

Disgwylir i bob gweithiwr gynnal gwerthoedd craidd yr Awdurdod, sydd wedi'u hadlewyrchu yn ein Fframwaith Ymddygiad a Gwerthoedd, a chynnal egwyddorion Polisi Cydraddoldeb ac Amrywiaeth yr Awdurdod neu, os ydynt yn gweithio mewn ysgol, Bolisi Cydraddoldeb ac Amrywiaeth yr ysgol, fel sy'n briodol i lefel atebolrwydd a chyfrifoldeb y swydd yn y sefydliad

Every employee is expected to uphold the authority's core values reflected within our Behaviour and Values Framework and maintain the principles of the authority's Equality and Diversity Policy or, if employed within a school, the school's Equality and Diversity Policy, as appropriate to the accountabilities and seniority of the post within the organisation.

|                                   |
|-----------------------------------|
| <b>Prif Ddiben y Swydd</b>        |
|                                   |
| <b>Prif cyfrifoldebau</b>         |
|                                   |
| <b>Yn gyfrifol am staff/offer</b> |
|                                   |
| <b>Yn atebol i</b>                |
|                                   |

**Meini Prawf Hanfodol**

**Cymwysterau, Hyfforddiant galwedigaethol ac Aelodaeth Broffesiynol**

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

**Gwybodaeth**

**Profiad**

**Rhinweddau personol**

**Meini Prawf Dymunol**

## Sgiliau Iaith /Cyfathrebu

Cliciwch ar y ddolen - [Beth yw lefel eich gallu?](#)

|                |          |          |
|----------------|----------|----------|
| Cymraeg        | Dewiswch | Dewiswch |
| Saesneg        | Dewiswch | Dewiswch |
| 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 **Dewiswch**

Adran B – y math o weithlu **Dewiswch**

Adran C – A yw'n ofyniad ar gyfer adnewyddiadau DBS 3 blynedd neu DBS wedi cofrestru ar y gwasanaeth diweddar **Dewiswch**

## Y RHESWM

## UNRHYW WYBODAETH ARALL

Mae diogelu yn fater i bawb. Mae gan bob un ohonom gyfrifoldeb am amddiffyn plant ac oedolion sydd mewn perygl, gweithio mewn ffordd sy'n hyrwyddo ac yn cefnogi eu budd pennaf, a rhoi gwybod am unrhyw bryderon.

|  |
|--|
| <b>Main Purpose of Job</b>             |
|  |
| <b>Key responsibilities</b>            |
|  |
| <b>Responsible for staff/equipment</b> |
|  |
| <b>Reporting to</b>                    |
|  |

|   |
|---|
| <b>Essential Criteria</b>   |
| <b>Qualifications, Vocational training and Professional Memberships</b> |
|   |
| <b>Job Related Skills and Competencies</b>                              |
|   |
| <b>Knowledge</b>  |
|   |
| <b>Experience</b>   |
|   |
| <b>Personal qualities</b>   |
|   |
| <b>Desirable Criteria</b>   |
|   |

## Language and Communication Skills

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

|                      |               |               |
|----------------------|---------------|---------------|
| Welsh                | Please Select | Please select |
| English              | Please Select | Please select |
| 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** Please select

**Section B – workforce type** Please select

**Section C – Does the post require 3 yearly DBS renewals or registration with the DBS online update service?** Select

## JUSTIFICATION

## ANY OTHER INFORMATION

Safeguarding is everyone's business. All of us have a responsibility for protecting children and adults at risk, working in a way that promotes and supports their best interests and for reporting any concerns.