

Proffil Swydd/Job Profile

Teitl y Swydd –

Post Title -

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

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.

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.

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| **Prif Ddiben y Swydd** |
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| **Prif cyfrifoldebau** |
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| **Yn gyfrifol am staff/offer** |
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| **Yn atebol i** |
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| Meini Prawf Hanfodol |
| **Cymwysterau, Hyfforddiant galwedigaethol ac Aelodaeth Broffesiynol** |
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| **Y sgiliau sy'n ymwneud â'r swydd a Galluoedd** |
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| **Gwybodaeth** |
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| **Profiad** |
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| **Rhinweddau personol** |
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| Meini Prawf Dymunol |
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| **Sgiliau Iaith a Chyfathrebu**  Er mwyn diwallu anghenion y bobl sy'n defnyddio ein gwasanaethau, dyma'r lefelau iaith sydd eu hangen. Gallwn ddarparu cefnogaeth resymol i'ch helpu i gyflawni'r lefel hon.  **Ansicr ynghylch eich lefel?**  [Gwirio fy lefel iaith](https://www.carmarthenshire.gov.wales/media/1218857/lefelau-levels.pdf) |

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| Cymraeg | **Sgiliau Siarad – dewiswch** | **Sgiliau Ysgrifennu - dewiswch** |
| Saesneg | **Sgiliau Siarad – dewiswch** | **Sgiliau Ysgrifennu - dewiswch** |
| Arall |  |  |

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| **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 diweddaru **Dewiswch** |

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| **Y RHESWM** |
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| **UNRHYW WYBODAETH ARALL**  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 |
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| **Main Purpose of Job** |
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| **Key responsibilities** |
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| **Responsible for staff/equipment** |
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| **Reporting to** |
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| Essential Criteria |
| **Qualifications, Vocational training and Professional Memberships** |
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| **Job Related Skills and Competencies** |
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| **Knowledge** |
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| **Experience** |
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| **Personal qualities** |
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| Desirable Criteria |
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| **LANGUAGE AND COMMUNICATION SKILLS**  To meet the needs of the people who access our services, these are the language levels required. We can provide reasonable support to help you achieve this level.  **Unsure** **what level you are?**  [Check my language level](https://www.carmarthenshire.gov.wales/media/1218857/lefelau-levels.pdf) |

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| Welsh | **Spoken Level - please select** | **Written Level - please select** |
| English | **Spoken Level - please select** | **Written Level - please select** |
| Other |  |  |

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| **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? Please Select** |

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| **JUSTIFICATION** |
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| **ANY OTHER INFORMATION**  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. |
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