



**TEITL Y SWYDD: PENNAETH**

**GRADDDFA GYFLOG: L13 – L19** (£64,540-£74,796)

**PRIF GYFRIFOLDEBAU: Sicrhau Ansawdd a Gwelliant Ysgol  
Cyflynydd Amddiffyn Plant  
Presenoldeb Ysgol  
Cyllid Ysgol  
Ysgolion Iach**

Mae'r Pennaeth yn gyfrifol am drefniadaeth fewnol, arweinyddiaeth a rheolaeth yr ysgol. Mae'n atebol i'r Corff Llywodraethol a thrwy gyfrwng y Cyfarwyddwr Addysg i'r Pwyllgor Addysg Lleol. Rhaid glynu wrth reolau, rheoliadau neu bolisiau a osodir gan y cyflogwyr a'r amodau penodi neilltuol sydd ynddynt.

Rhaid i'r Pennaeth ymgynghori â'r AALI, y Corff Llywodraethol, y staff a'r rhieni fel y bo'n briodol. Mae gan y Pennaeth ran weithredol yn y broses o lunio nodau ac amcanion cyffredinol yr ysgol yn ogystal â'r polisiau ar gyfer eu rhoi ar waith.

**Prif ddyletswyddau'r Pennaeth yw:**

**1. Cwricwlwm**

- Trefnu a darparu cwricwlwm sy'n cyflwyno'r Cwricwlwm Cenedlaethol Cymru ac sy'n cefnogi Datblygiad y Blynyddoedd Cynnar fel sy'n briodol i anghenion, profiad, diddordebau, gallu a champau datblygiad disgyblion yr ysgol, o fewn yr adnoddau sydd ar gael
- Sicrhau bod holl ddisgyblion yr ysgol yn cymryd rhan mewn gwasanaethau ysgol sy'n dathlu ethos amlddiwylliannol a chynhwysol yr ysgol
- Sicrhau bod y diwylliant Cymreig a'r iaith Gymraeg yn rhan annatod o weithredu dydd-i-ddydd yr ysgol
- Adrodd i'r Corff Llywodraethol sut y defnyddir amser cwricwlwm

**2. Adolygu a Gwerthuso**

- Adolygu gwaith a threfniadaeth yr ysgol
- Gwerthuso safonau addysgu a dysgu o fewn yr ysgol, gan sicrhau bod safonau cywir yn cael eu gosod, eu monitro a'u cynnal
- Cefnogi staff yn fugeiliol ac yn broffesiynol a sicrhau bod cyfleoedd datblygiad proffesiynol parhaus a hyfforddiant ar gael i bawb
- Cymryd rhan mewn gweithgareddau angenrheidiol ar gyfer gwerthuso'r Pennaeth

- Sicrhau bod athrawon dan hyfforddiant, athrawon newydd neu rai sy'n dychwelyd i swydd addysgu ar ôl cyfnod o absenoldeb yn derbyn cefnogaeth a hyfforddiant addas

### **3. Gwybodaeth Reoli**

- Cymryd rhan yn y broses o benodi staff addysgu a staff nad ydynt yn addysgu
- Dyrannu gwaith i staff mewn modd sy'n gyson gydag amodau cyflogaeth, gan gadw cydbwysedd rhesymol yn y dyletswyddau y disgwylir iddynt eu cyflawni
- Sicrhau bod gan athrawon ddigon o wybodaeth i gyflawni eu dyletswyddau mewn dull gwrthrychol
- Darparu gwybodaeth gyfrinachol, ystyriol ar waith a pherfformiad staff pan fo'n berthnasol i'w swydd nesaf

### **4. Cynnydd Disgyblion a'u Lles**

- Gweithredu systemau i sicrhau bod monitro, cofnodi ac adrodd ar gynnydd disgyblion, fel bo'n briodol
- Diffinio rhwydwaith o ddyletswyddau o fewn yr ysgol sy'n sicrhau bod disgyblion yn derbyn cefnogaeth briodol o safbwynt eu lles a'u llesiant

### **5. Disgyblaeth Disgyblion**

- Cynnal trefn dda a disgyblaeth a chod ymddygiad derbynol ymhlith disgyblion, yn unol â'r Polisi Ymddygiad a Disgyblaeth, fel y'i cymeradwywyd gan y Corff Llywodraethol
- Sicrhau bod pob aelod o staff yn gweithredu'r polisi'n gyson boed ar safle'r ysgol neu yn ystod gweithgareddau neu ymweliadau y tu allan i'r ysgol
- Gwneud trefniadau i gynnal trefn dda a disgyblaeth yn ystod gwersi ac egwyl, drwy sicrhau bod:
  - i) system ddiogel a chadarn ar waith
  - ii) pob oedolyn a phlentyn ar y safle yn gyfarwydd â'r system
  - iii) person cymwys yn gyfrifol

### **6. Perthynas**

#### **(a) Gyda Rhieni**

- Gwneud trefniadau i rieni dderbyn gwybodaeth reolaidd am addysg eu plant
- Annog rhieni i gymryd rhan weithredol ym mywyd a gwaith yr ysgol

#### **(b) Gyda'r Corff Llywodraethol**

- Cynghori a chynorthwyo'r Corff Llywodraethol i weithio'n effeithiol drwy lunio adroddiadau a darparu gwybodaeth

#### **(c) Gyda'r Awdurdod Addysg Lleol**

- Cydweithredu gyda Swyddogion yr Awdurdod Addysg Lleol drwy ddarparu gwybodaeth ac adroddiadau, a chydweithio gyda nhw i ddatblygu partneriaeth gadarn

#### **(d) Gyda chyrff allanol**

- Datblygu a hybu cysylltiadau defnyddiol gydag unigolion, cyrff ac asiantaethau y tu allan i'r ysgol

**(e) Gyda sefydliadau addysgol eraill**

- Cysylltu gyda sefydliadau a mudiadau addysgol eraill er budd y disgyblion, y staff a'r ysgol

**7. Adnoddau**

- Bod yn gyfrifol am ddyrannu adnoddau, mewn cydweithrediad â'r Corff Llywodraethol
- Cymryd pob cam rhesymol i sicrhau bod systemau cyllidol yn gadarn, yn effeithiol ac yn unol â rheoliadau'r Awdurdod Addysg Lleol

**8. Adeiladau ac Eiddo**

- Gwneud trefniadau gyda'r Corff Llywodraethol i sicrhau bod adeilad, cynnwys a thir yr ysgol yn cael eu gwarchod yn ddiogel ac yn effeithiol a sicrhau bod yr adeiladau a'r eiddo yn cael eu cynnal yn dda
- Rhoi gwybod i'r Corff Llywodraethol a/neu i'r Awdurdod Addysg Lleol os nad yw'r gwaith cynnal a chadw yn ddigonol
- Sicrhau bod gofynion Iechyd a Diogelwch staff, disgyblion ac ymwelwyr â'r ysgol yn cael eu cadw yn unol â rheoliadau'r Awdurdod Gweithredol Iechyd a Diogelwch (HSE) a gofynion yr Awdurdod Addysg Lleol
- Rhoi gwybod yn ddi-ffael i'r Corff Llywodraethol ac/neu i'r Awdurdod Addysg Lleol am unrhyw faterion a allai fod â goblygiadau Iechyd a Diogelwch

**9. Addysgu**

- Cymryd rhan, os bydd angen, yn y gwaith o addysgu plant, gan gofio am y cyfrifoldebau fel Pennaeth Ysgol
- Rhannu yn y gwaith o gyflenwi a sicrhau bod trefniadau priodol yn eu lle i sicrhau bod dosbarth yn cael ei addysgu'n effeithiol pan fo athro/athrawes y dosbarth yn absennol

**10. Absenoldeb y Pennaeth**

- Dirprwyo awdurdod a chyfrifoldebau i'r Dirprwy Bennaeth neu berson addas arall yn ystod absenoldeb y Pennaeth

**11. Undebau a Chymdeithasau Athrawon**

- Sicrhau bod staff yr ysgol yn derbyn gwybodaeth berthnasol a bod modd iddynt ymgynghori gyda mudiadau athrawon a mudiadau i'r sawl nad ydynt yn athrawon

**12. Egwyl Ddyddiol**

Mae hawl gan y Pennaeth i gael egwyl o hyd rhesymol ac nid oes yn rhaid i'r egwyl honno gyd-daro gydag egwyl ganol-dydd yr ysgol

Yn ystod absenoldeb y Pennaeth, dylid dynodi'r Dirprwy neu berson cymwys arall i fod yn gyfrifol am y cyfnod hwnnw



**TITLE OF POST: HEADTEACHER**

**SALARY GRADE: L13 – L19 (£64,540-£74,796)**

**KEY RESPONSIBILITIES: Quality Assurance & School Improvement**  
**Child Protection Coordinator**  
**School Attendance**  
**School Finance**  
**Healthy Schools**

The Headteacher is responsible for the internal organisation, management and control of the school. Accountability is to the Governing Body and through the Director of Education to the Local Education Committee. Rules, regulations or policies laid down by the employers and their specific terms of appointment must be adhered to.

The Headteacher must consult with the LEA, Governing Body, the staff and parents as appropriate. The Head is actively involved in formulating the overall aims and objectives of the school together with policies for implementation.

**The Headteacher's main duties are:**

**1. Curriculum**

- To organise and provide a curriculum, which implements the Welsh National Curriculum and supports Early Years Development as appropriate to the needs, experience, interests, aptitudes and stages of development of the pupils at the school, within the resources available
- To ensure that all pupils of the school take part in collective assemblies that celebrate the culturally diverse inclusive ethos of the school
- To ensure that Welsh culture and language is embedded in the school's daily function
- To report to the Governing Body on the use of curriculum time

**2. Review and Evaluation**

- To review the work and organisation of the school
- To evaluate the standards of teaching and learning within the school, ensuring that proper standards of professional performance are set, monitored and maintained
- To support staff pastorally and professionally and ensure opportunities for continuous professional development and training are implemented for all
- To take part in activities that are required for the evaluation of the Headteacher

- To ensure that student teachers, new teachers, or those returning to post after a period of absence receive support and suitable training

### **3. Management Knowledge**

- To participate in the appointment of teaching and non-teaching staff
- To allocate work to staff in a manner consistent with conditions of employment, maintaining reasonable balance in the duties expected of them
- To ensure that teachers have sufficient information to carry out their duties objectively
- To provide confidential, considered information on the work and performance of staff when relevant to their next post

### **4. Progress of Pupils and their Wellbeing**

- To implement systems to ensure that pupils' academic progress is monitored and recorded and reported as appropriate
- To define the network of responsibilities within the school which ensures that pupils receive appropriate support for their welfare and wellbeing

### **5. Pupil Discipline**

- To maintain good order and discipline, and an acceptable code of conduct among the pupils, in accordance with the Behaviour and Discipline Policy as approved by the Governing Body
- To ensure that all staff implement the policy consistently whether on the school premises or when engaged in out-of-school activities or visits
- To make arrangements for the maintenance of good order and discipline during lessons and breaks by ensuring that:
  - i. there is a safe and secure system in operation
  - ii. it is generally known to all adults and pupils on the school premises
  - iii. a responsible person is in overall charge

### **6. Relationships**

#### **(a) With Parents**

- To make arrangements for parents to receive regular information about their children's education
- To encourage parents' active involvement in the life and work of the school

#### **(b) With the Governing Body**

- To advise and help the Governing Body to work effectively by making reports and supplying information

#### **(c) With the L.E.A.**

- To co-operate with Officers of the LEA by providing information and reports, and working with them to develop a sound partnership

**(d) With external bodies**

- To develop and promote helpful links with persons, bodies and agencies outside the school

**(e) With other educational organisations**

- To liaise with other educational establishments and movements for the benefit of the pupils, staff and the school

**7. Resources**

- To be responsible for the allocation of resources, in conjunction with the Governing Body
- To take all reasonable steps to ensure that financial systems are sound, effective and in accordance with LEA regulations

**8. Building and Premises**

- To make arrangements with the Governing Body for the secure and effective supervision of the school building, contents and grounds, and ensure the good maintenance of the buildings and premises
- To report any lack of maintenance to the Governing Body and/or the LEA
- To ensure that the Health and Safety of staff, pupils and visitors at the school is maintained in accordance with HSE regulations and the requirements of the LEA
- To report any matters which could have Health and Safety implications to the Governing Body and/or the LEA without fail

**9. Teaching**

- To participate, if necessary, in the teaching of children whilst keeping in mind the responsibilities as Head of the School
- To share in supply cover and ensure appropriate arrangements are put in place to provide effective teaching of a class when the teacher is absent

**10. Absence of the Headteacher**

- To delegate authority and responsibilities to the Deputy Head or other suitable person during the Head teachers absence

**11. Teaching Unions and Societies**

- To ensure that school staff receive relevant information and have access to consultation with teachers' and non-teachers' organisations

**12. Daily Break**

The Headteacher has a right to a break of reasonable length which does not have to coincide with the school midday break

During the Head's absence, the Deputy or another responsible person is to be designated as in charge for that period of time



<b>Meini Prawf</b>	<b>Hanfodol</b>	<b>Dymunol</b>
Cymwysterau	Statws Athro Cymwysedig  Cymhwyster CPCP	Cymhwyster ar lefel ôl-radd.
Profiad	Profiad diweddar, perthnasol a helaeth o rôl arweinyddol o fewn addysg gynradd.	3 blynedd o brofiad diweddar fel pennaeth neu fel pennaeth dros dro/dirprwy bennaeth ysgol gynradd.  Profiad o addysgu mewn mwy nag un ysgol.
Datblygiad Proffesiynol	Tystiolaeth o weithredu datblygiad proffesiynol parhaus mewn perthynas ag arweinyddiaeth a rheolaeth a datblygiad cwricwlaid ysgol.  Gwybodaeth gadarn o'r Cwricwlwm Cenedlaethol presennol i Gymru ac o ddatblygiad ac arferion y Blynyddoedd Cynnar a phrofiad o arwain a chydlynu/neu gydlynu cyfleoedd datblygu proffesiynol yn sgil hynny.  Y gallu i ddynodi eich anghenion dysgu eich hunan a chefnogi eraill i ddynodi eu hanghenion dysgu.	Y profiad o weithio gyda chyrrff arolygu (Estyn/Ofsted)  Y profiad o fentora athrawon dan hyfforddiant a/neu Athrawon Newydd Gymhwysu.
Medrau Arwain	Medrau arwain o safon ardderchog, wedi eu profi ac yn wydn. Dylai'r medrau arwain gynnwys y canlynol:  Ysbrydoli a hybu safonau cyflawni uchel i bawb <ul style="list-style-type: none"><li>• Annog a chefnogi disgyblion i fod yn ddysgwyr annibynnol</li><li>• Hybu datblygiad staff o ran addysgu a dysgu arloesol</li><li>• Annog ymrwymiad rhieni a'r gymuned i'r ysgol</li><li>• Deall yr hyn sydd ei angen i hybu a diogelu hapusrwydd a lles disgyblion ac ymrwymo i'w gyflawni.</li></ul>	

<b>Meini Prawf</b>	<b>Hanfodol</b>	<b>Dymunol</b>
Medrau Rheoli	<p>Y gallu i ddangos a thystio i hanes o atebolrwydd ym mhob agwedd o reolaeth ysgol.</p> <p>Y gallu i ddadansoddi data, datblygu cynlluniau strategol, gosod targedau a monitro/gwerthuso cynnydd parhaus.</p> <p>Y gallu i ddirprwyo gwaith a chefnogi cyd-weithwyr wrth iddynt ymgymryd â chyfrifoldebau.</p> <p>Y profiad o reoli perfformiad a chefnogi datblygiad proffesiynol parhaus cydweithwyr.</p> <p>Yn un y gellir gofyn ei gyngor/chyngor, parod i wrando, yn gefnogol o gyd-weithwyr ac yn un sy'n barod i dorchi llewys.</p>	<p>Profiad arwyddocaol o bob agwedd o ariannu ysgol a rheoli cyllidebau.</p> <p>Tystiolaeth o fod wedi gweithredu a rheoli newid.</p> <p>Y profiad o weithio gyda a chefnogi llywodraethwyr ysgol.</p> <p>Y profiad o ddelio gyda materion staffio mewn amrywiaeth o sefyllfaoedd.</p>
Medrau Cyfathrebu	<p>Rhaid i ymgeiswyr fod yn rhugl yn y Gymraeg a'r Saesneg – yn ysgrifenedig ac ar lafar, gan fod gan yr ysgol statws ysgol "arloesi" mewn perthynas â datblygu'r cwricwlwm o ran yr iaith Gymraeg.</p> <p>Y gallu i gyfathrebu'n hyderus yn y Gymraeg a'r Saesneg ar lefel 5 ALTE.</p>	Huawdl ac yn gallu cyflwyno'n ddwyieithog i gynulleidfaoedd amrywiol.
Cryfhau'r Gymuned	<p>Gweledigaeth glir ar gyfer datblygu ysgol sefydledig sy'n rhoi lle canolog i'r gymuned.</p> <p>Ymrwymiad cryf i wella cysylltiadau gyda Llywodraethwyr, y gymuned leol, ysgolion lleol a'r Urdd.</p>	Y profiad o weithio gyda gweithwyr Addysg Uwch sy'n darparu cymwysterau addysgu
Datblygu'r Cwricwlwm a Pholisïau	<p>Tystiolaeth o gynllunio a gweithredu'r cwricwlwm yn llwyddiannus.</p> <p>Dealltwriaeth sut mae datblygu arferion dysgu effeithiol ar hyd cwricwlwm yr ysgol ac ymrwymiad i roi hynny ar waith.</p> <p>Dealltwriaeth o bwysigrwydd datblygiad pob disgybl er mwyn iddynt gyrraedd eu llawn botensial.</p>	<p>Y profiad o weithio gyda chyrrff allanol wrth ddatblygu materion yn ymwneud â'r cwricwlwm neu bolisïau.</p> <p>Tystiolaeth o weithredu'r datblygiadau cwricwlaidd a'r datblygiadau polisi diweddaraf.</p>
Amrywiaeth a Chyfleoedd Cyfartal	<p>Ymrwymiad i gefnogi a datblygu'r cysylltiadau rhyng-genedlaethol a sefydlwyd gan yr ysgol, er mwyn hybu ethos o barch a dealltwriaeth ddiwylliannol.</p> <p>Y gallu i arddangos ymrwymiad cryf i werthfawrogi materion cydraddoldeb ac amrywiaeth.</p>	Y profiad o ddelio gyda materion Anghenion Dysgu Ychwanegol (ADY) a Saesneg fel Iaith Ychwanegol (SIY).





<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
Qualifications	<p>Qualified Teacher Status.</p> <p>NPQH qualified</p>	<p>Postgraduate level qualification.</p>
Experience	<p>Recent, relevant and substantial experience of a leadership role within primary education.</p>	<p>3 years recent experience as a head teacher or as acting/deputy head of a primary school.</p> <p>Experience in teaching in more than one school.</p>
Professional Development	<p>Evidence of implementing continuing professional development relating to school leadership and management and curriculum development.</p> <p>A sound knowledge of current Welsh National Curriculum and Early Years development and practices and of leading/coordinating professional development opportunities resulting.</p> <p>Ability to identify own learning needs and support others in identifying their learning needs.</p>	<p>Experience of work with inspecting bodies (Estyn/Ofsted)</p> <p>Experience of mentoring Teaching students and/or NQT's.</p>
Leadership Skills	<p>Excellent, proven and resilient leadership skills. Including:</p> <ul style="list-style-type: none"> <li>• Inspiring and promoting high standards of attainment for all</li> <li>• Encouraging and supporting pupils to become independent learners</li> <li>• Promoting staff development in innovative teaching and learning</li> <li>• Encouraging parental and community involvement within the school</li> <li>• Understanding of and commitment to promoting and safeguarding the happiness and welfare of pupils.</li> </ul>	

Criteria	Essential	Desirable
Management Skills	<p>The ability to demonstrate a proven record of accountability of all aspects of school management.</p> <p>The ability to analyse data, develop strategic plans, set targets and monitor/evaluate ongoing progress.</p> <p>Ability to delegate work and support colleagues in undertaking responsibilities.</p> <p>Experience of performance management and supporting the continuous professional development of colleagues.</p> <p>Consultative, a good listener, supportive of colleagues and highly participative.</p>	<p>Substantial experience of dealing with all aspects of school finances and managing budgets.</p> <p>Evidence of having implemented change management.</p> <p>Experience of working with and supporting school governors.</p> <p>Experience of dealing with staffing issues in a variety of situations.</p>
Communication Skills	<p>Applicants must be fluent in both written and spoken Welsh and English due to the school holding “pioneer” status for curriculum development of the Welsh language.</p> <p>The ability to be able to communicate confidently in both English and Welsh at ALTE level 5.</p>	<p>Articulate and able to give bilingual presentations to a variety of audiences.</p>
Strengthening Community	<p>A clear vision for the future development of a well-established community-focussed school.</p> <p>A strong commitment to enhance the links with the Governors, the local community, local schools and the Urdd.</p>	<p>Experience of working with Higher Level education providers of Teaching Qualifications</p>
Curriculum & Policy Development	<p>Evidence of effective curriculum planning and implementation.</p> <p>An understanding of and a strong commitment to the development of effective learning practices throughout the school curriculum.</p> <p>An understanding of the importance of each pupil’s individual development in order to achieve their full potential.</p>	<p>Experience of work with outside bodies in the development of curriculum &amp; policy issues.</p> <p>Evidence of implementing the most recent curriculum &amp; policy developments.</p>
Diversity & Equal Opportunities	<p>A commitment to supporting and developing the international links established by the school to promote an ethos of cultural respect and understanding.</p> <p>The ability to demonstrate a strong commitment to valuing equality and diversity issues.</p>	<p>Experience of dealing with ALN and EAL issues.</p>