PENNAETH | HEADTEACHER
YSGOL UWCHRADD ABERTEIFI

GRADDFA ARWEINYDDIAETH | LEADERSHIP SCALE 25-31

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[Welcome to Ysgol Uwchradd Aberteifi - Ysgol Uwchradd Aberteifi (ysgol-uwchradd-aberteifi.co.uk)]

EGNI A LWYDD

YSGOL UWCHRADD ABERTEIFI

Erbyn Ionawr 2025, mae Corff Llywodraethol Ysgol Uwchradd Aberteifi am benodi Pennaeth eiddgar sydd â'r weledigaeth a'r gallu i arwain, ysbrydoli ac ysgogi holl gymuned yr ysgol. Mae Ysgol Uwchradd Aberteifi yn ysgol flaengar, amrywiol a chynhwysol, a mae'r Pennaeth presennol yn ymddeol ar ôl 12 mlynedd yn y swydd. Gwahoddir ceisiadau gan arweinwyr profiadol, sy'n frwdfrydig ac ysbrydoledig, i adeiladu ar ein sylfaen gref, ac arwain yr ysgol yn gadarn i'r cyfnod nesaf yn ei hanes.

Mae'r ysgol hon yn ysgol arbennig. Fe'i sefydlwyd yng nghanol tref ffyniannus Aberteifi ym 1898, ac ers hynny mae'r ysgol wedi gwasanaethu cenedlaethau o deuluoedd o'r dref a'r ardaloedd cyfagos. Ar ôl buddsoddiad o chwe miliwn o bunnoedd yn ein cyfleusterau, agorwyd adeilad newydd sbon yn 2022, gydag 13 o ystafelloedd newydd, gan gynnwys ystafelloedd cyfrifiaduron a stiwdio ddrama, ynghŷd â phrosiect adnewyddu helaeth, gan gynnwys labordai gwyddoniaeth o'r radd flaenaf, ac ardaloedd cymdeithasol a thoiledau newydd ar gyfer y disgyblion.

Mae 600 o ddisgyblion ar rôl yr ysgol, gan gynnwys 80 o ddisgyblion yn y Chweched Dosbarth. Daw 83.6% o ddisgyblion yr ysgol o gartrefi lle nas defnyddir y Gymraeg. Mae'r disgyblion yn cael eu ffrydio'n ieithyddol, gyda dosbarthiadau cyfrwng Cymraeg a dosbarthiadau Cymraeg ail-iaith ym Mlynyddoedd 7-11. Mae 28% o ddisgyblion yr ysgol yn hawlio prydau ysgol am ddim.

Mae ein gweithredoedd yn cael eu dylanwadu'n ddwfn gan ein harwyddair, sef "Egni a Lwydd", sydd yn crynhoi'r syniad bod llwyddiant yn cael ei gyflawni trwy ymdrech, penderfyniad a gwaith caled parhaus. Mae'r geiriau "Egni a Lwydd" yn cydnabod bod rhwystrau a heriau yn anochel ar y llwybr i lwyddiant, ac yn pwysleisio pwysigrwydd dyfalbarhad yn wyneb heriau, rhwystrau a methiannau. Ein datganiad o fwriad yw "Bydd pob Disgybl yn Llwyddo", ac addysgwn ein disgyblion nad yw anfantais yn rhwystro neb rhag dysgu, a tha ble mae'r man cychwyn, gall pawb lwyddo. Edrychwn am arweinydd a all barhau i ddatblygu ein gweledigaeth, ysbrydoli ein cymuned, ac arwain ein hysgol gyda'r gwydnwch a ymgorfforir gan ein hegwyddorion.

Mae 6.49% o'r disgyblion â Saesneg fel Iaith Ychwanegol. Mae proffil poblogaeth yr ysgol yn amrywiol, gyda Chymry cynhenid Ceredigion, canran uchel o siaradwyr Cymraeg ond sydd o gefndir Seisnig a nifer o ddisgyblion sy'n hwyrddyfodiaid i'r ardal a'r ysgol. Lleolir Canolfan Seren Teifi, sef adnodd mewnol ar gyfer disgyblion o oed uwchradd ag anghenion amrywiol a chymhleth (ASD, SLD, PMLD, DS), ar safle'r ysgol. Mae'r Ganolfan yn rhan lawn a gwerthfawr o'r ysgol. Yn ogystal, sefydlwyd darpariaeth cwricwlwm amgen rhan amser ar gyfer disgyblion sydd ag anghenion addysgol lled ddwys a disgyblion sydd â phroblemau ymddygiadol neu sydd yn fregus.

Mae Tîm Arwain Ysgol Uwchradd Aberteifi yn cynnwys: Pennaeth, Dirprwy, a dau Bennaeth Cynorthwyol. Mae yma hefyd tîm o arweinwyr canol sydd yn cynnwys penaethiad cyfadrannau a phenaethiaid blwyddyn. Os am fwy o wybodaeth, neu drefnu ymweliad â'r ysgol, cysylltwch â Chlerc y Corff Llywodraethol, e-bost: angela.jones3@ceredigion.gov.uk.

Mae Ceredigion yn cynnig ansawdd byw o'r lefel uchaf, yn ogystal â bod yn un o'r siroedd mwyaf prydferth yng Nghymru. Os am weld mwy o Geredigion, ewch i: www.darganfodceredigion.cymru

YSGOL UWCHRADD ABERTEIFI

The Governing Body of Ysgol Uwchradd Aberteifi are seeking to appoint a new Headteacher for January 2025. The successful applicant will have the vision and ability to lead, inspire and motivate the entire school community. Ysgol Uwchradd Aberteifi is a progressive, diverse and inclusive community school, and the current Headteacher is retiring after 12 years in the post. Applications are invited from experienced, energetic, and inspiring leaders to build on our strong foundations, and to lead the school firmly into the next phase of its history.

Ysgol Uwchradd Aberteifi was established in the thriving town centre of Cardigan in 1898, and the school has served generations of families from the town and surrounding areas ever since. After a six-million-pound investment in our facilities, we opened a brand-new building in 2022, with 13 new classrooms, including ICT suites and a drama studio, accompanied by an extensive refurbishment project, including state-of-the-art science laboratories, and new social areas and toilets for the pupils.

There are 600 pupils on roll, including 80 pupils in the Sixth Form. 83.6% of pupils at the school come from households where the Welsh language is not used. Pupils are linguistically streamed, with Welsh-medium and second-language Welsh classes in Years 7-11. 28% of pupils at the school are entitled to free school meals.

Our actions are deeply influenced by our motto, "Egni a Lwydd", which encapsulates the idea that success is achieved through continuous effort, determination and hard work. The words "Egni a Lwydd" acknowledge that obstacles and challenges are inevitable on the path to success, and emphasize the importance of perseverance in the face of challenges, obstacles and failures. Our mission statement is "Every Pupil Will Succeed", and we teach our pupils that disadvantage does not prevent anyone from learning, and that no matter where the starting point, everyone can succeed. We are looking for a leader who can continue to advance our vision, inspire our community, and lead our school with the resilience embodied by our principles.

6.49% of pupils have English as an Additional Language. The profile of the school's population is varied, with Ceredigion indigenous Welsh, a high percentage of Welsh speakers but from an English background, and several pupils who are latecomers to the area and school. The Seren Teifi Centre, an in-house resource for secondary age pupils with varying and complex needs (ASD, SLD, PMLD, DS), is located on the school premises. The Centre is a full and valuable part of the school. In addition, part-time alternative curriculum provision has been established for pupils with semi-intensive educational needs and pupils with behavioural problems or who are vulnerable.

The Ysgol Uwchradd Aberteifi Leadership Team consists of: Headteacher, Deputy Headteacher, and two Assistant Headteachers. There is also a team of middle leaders which includes Heads of Faculty and Heads of Year. If you would like more information, or to arrange a visit to the school, please contact the Clerk of the Governing Body by email at: angela.jones3@ceredigion.gov.uk.

Ceredigion offers the highest quality of living, as well as being one of the most beautiful counties in Wales. If you want to see more of Ceredigion, visit: www.discoverceredigion.cymru

PROSES YMGEISIO

Dyddiad Cau: **Dydd Gwener 14/06/2024 am 9.00y.b**

Cyfweliadau: **Dydd Mawrth 25/06/2024**

Dyddiad dechrau: **Ionawr 2025**

Mae Diogelu ac Amddiffyn Plant yn flaenoriaethau allweddol i Gyngor 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 chydnabod eu hawl i gael eu hamddiffyn. Caiff hyn ei gefnogi gan ethos cyffredinol yr holl ysgolion. Bydd angen gwiriad Y Gwasanaeth Datgelu a Gwahardd ar gyfer y swydd hon.

(Gofynnir i ymgeiswyr sicrhau eu bod ar gael ar gyfer y cyfweliadau).

APPLICATION PROCESS

Deadline: ***Friday 14/06/2024***

Interviews: ***Tuesday 25/06/2024***

Start date: ***January 2025***

Safeguarding and Child Protection are key priorities for Ceredigion County Council. Our aim is to support vulnerable children and young people to ensure they are as safe as possible. Our schools are committed to protecting and safeguarding all children and will take steps to protect their wellbeing and recognise their right to protection. This is supported by the overall ethos of all schools. This position will require an enhanced DBS check.

(Candidates are asked to make themselves available for the interviews).

SWYDD DDISGRIFIAD

Mae'r Pennaeth yn gyfrifol am bob agwedd o waith Ysgol Uwchradd Aberteifi, gan ddarparu gweledigaeth glir ar gyfer addysg yr ysgol, ynghyd â hybu, hyrwyddo a datblygu ei hethos Gymreig. Mae'n gyfrifol am greu amgylchedd dysgu cyffrous, ysgogol a chynhyrchiol i'r disgyblion a'r staff, ac am eu morâl a'u lles cyffredinol. Y Pennaeth yw'r swyddog proffesiynol arweiniol yn yr ysgol ac, ynghyd â'r Corff Llywodraethol a'r gymuned ysgol gyfan, mae'n gyfrifol am:

- Gyflawni cenhadaeth, creu gweledigaeth a sefydlu cyfeiriad strategol yr ysgol;
- Rheoli a threfnu'r ysgol o ddydd i ddydd i sicrhau fod adnoddau, gan gynnwys amgylchedd yr ysgol ac adnoddau dynol, yn cael eu defnyddio mewn ffordd effeithlon, effeithiol a diogel i gyflawni nodau ac amcanion yr ysgol;
- Sicrhau dysgu ac addysgu o'r safon uchaf, a safonau cyrhaeddiad uchel;
- Sicrhau ymrwymiad y gymuned ehangach i'r ysgol trwy ddatblygu a chynnal rhwydweithiau effeithiol;
- Sicrhau datblygiad proffesiynol ei hun, a datblygiad proffesiynol holl staff yr ysgol.
- Rheoli newid a llunio dyfodol yr ysgol;
- Sicrhau llwyddiant a gwelliant i'r ysgol trwy hunan werthuso trylwyr;
- Datblygu, gweithredu, monitro a gwella polisïau ac arferion yn barhaus;
- Paratoi strategaethau ar gyfer sicrhau cynhwysiad cymdeithasol, amrywiaeth, gwahanol ddiwylliannau, cefndiroedd a galluoedd.

Mae'r penodiad yn unol ag amodau presennol y ddogfen "Amodau a Thâl Athrawon Ysgol", ynghyd ag unrhyw ddeddfwriaeth bresennol arall yn ymwneud ag addysg a chyflogaeth, gan gynnwys safonau proffesiynol newydd Llywodraeth Cymru ar gyfer addysgu ac arweinyddiaeth a ddaeth i rym o 1 Medi 2018. Adolygir y swydd ddisgrifiad yn rheolaidd a gall gael ei newid ar unrhyw adeg yn dilyn ymgynghoriad gyda deilydd y swydd. Nid yw'r disgrifiad swydd hon yn dangos yr holl dasgau ond mae'n gosod y prif ddisgwyliadau yn unol â chyfrifoldebau deilydd y swydd.

EGNI A LLWYDD

JOB DESCRIPTION

The Headteacher is responsible for all aspects of Ysgol Uwchradd Aberteifi's work, providing a clear vision for the education provided by the school, as well as promoting, upholding and developing its Welsh ethos. The Head teacher is responsible for creating an exciting, stimulating and productive learning environment for pupils and staff, and for their overall morale and wellbeing. The Headteacher is the lead professional teacher in the school and, together with the Governing Body and the whole school community, is responsible for:

- *Accomplish the school's mission, create a vision and establish the strategic direction of the school;*
- *Manage and organise the school on a day-to-day basis to ensure that resources, including the school environment and human resources, are used in an efficient, effective and safe way to achieve the school's aims and objectives;*
- *Ensure the highest standard of learning and teaching, and high standards of attainment;*
- *Ensure the wider community's commitment to the school by developing and maintaining effective networks;*
- *Ensure own professional development, and the professional development of all school staff.*
- *Change management and shaping the school's future;*
- *Ensure success and improvement for the school through thorough self-evaluation;*
- *Continuously develop, implement, monitor and improve policies and practices;*
- *Prepare strategies for ensuring social inclusion, diversity, different cultures, backgrounds and abilities.*

The appointment is in line with the current conditions of the "School Teacher's Pay and Conditions Document", together with any other existing legislation relating to education and employment, including the Welsh Government's new professional standards for teaching and leadership which came into force from 1 September 2018. The job description is reviewed regularly and may be changed at any time following consultation with the job holder. This job description does not show all tasks but sets the main expectations in line with the responsibilities of the job holder.

MANYLEB Y PERSON

CYMWYSTERAU

Hanfodol

- Cymhwyster athro cymwysedig;
- Addysgwyd i lefel gradd neu gyfatebol.

Dymunol

- Cymhwyster CPCP (bydd yn ofynnol i ymgeiswyr llwyddiannus heb gymwysterau CPCP gwblhau'r cymhwyster o fewn 2 flynedd i gael eu penodi).

HYFFORDDIANT

Hanfodol

- Tystiolaeth o ddatblygiad proffesiynol parhaus.

Dymunol

- Profiad o arwain sesiynau hyfforddiant;
- Mentora neu ddatblygu staff.

PROFIAD

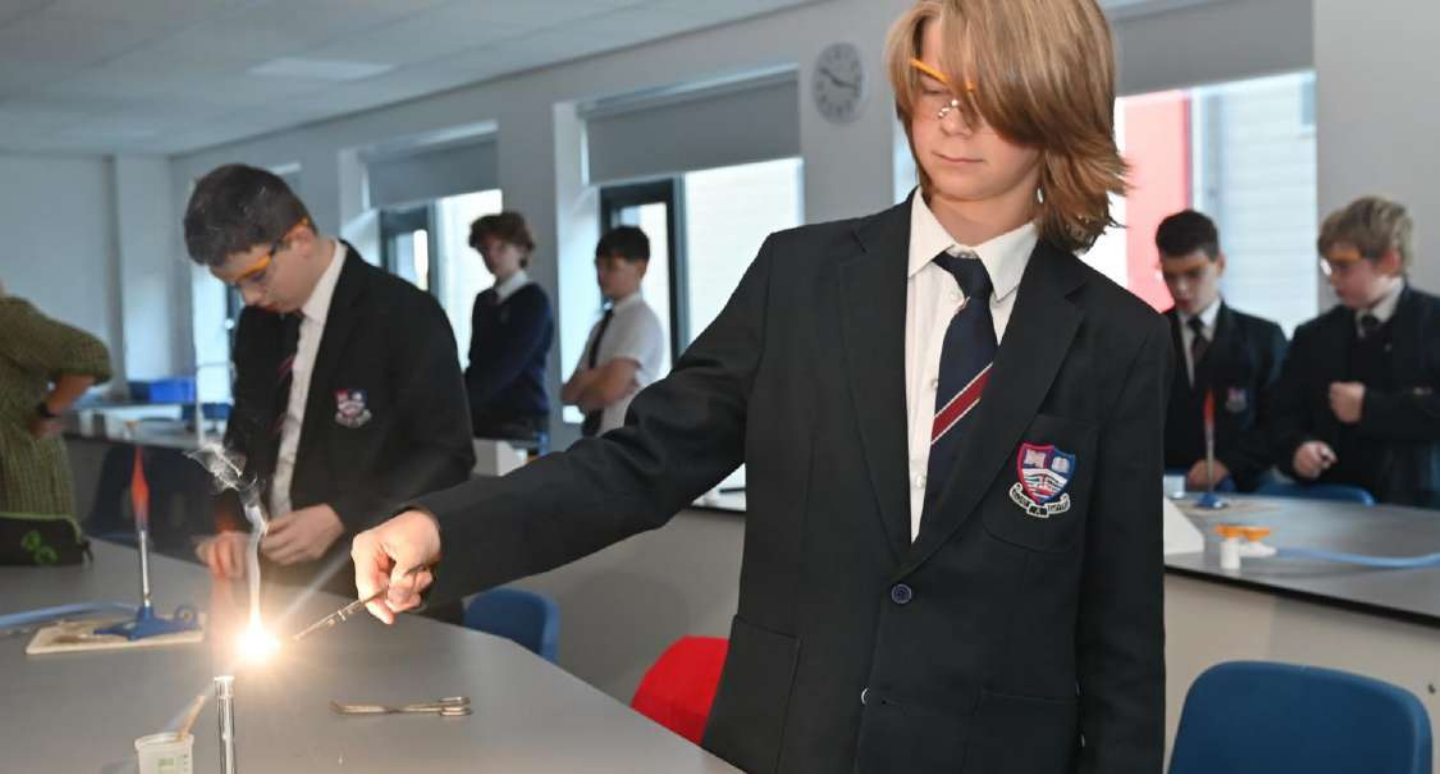
Hanfodol

Tystiolaeth o:

- Addysgu llwyddiannus;
- Arwain a rheoli blaengareddau ysgol gyfan;
- Arwain a rheoli tîm;
- Arwain a rheoli newid yn effeithiol;
- Ysbrydoli a datblygu staff a disgyblion;
- Profiad o ddatblygu strategaethau ysgol gyfan mewn meysydd allweddol megis addysgu a dysgu a/neu les a chynhwysiad;
- Gwella arferion dysgu ac addysgu;
- Defnyddio data i wella safonau;
- Rheolaeth Cyllid Ysgol;
- Gweithio gyda rhieni fel partneriaid mewn dysgu;
- Ymdrin â materion personol sensitif a dwys a dod o hyd i atebion strategol i broblemau cysylltiedig.

Dymunol

- Ymwneud ag anogi dysgu;
- Rheoli neu weithredu prosesau hunan werthuso;
- Rheoli Perfformiad;
- Gweithio mewn partneriaeth â:
- darparwyr allanol, gymuned, llywodraethwyr, ymgynghorwyr/swyddogion yr AALl.



GWYBODAETH

Hanfodol

- Dealltwriaeth o faterion yn ymwneud ag Addysg yng Nghymru, yn arbennig polisi a gweithredu;
- Datblygiadau diweddar yn y cwricwlwm ac Anghenion Dysgu Ychwanegol;
- Deddfwriaeth a chanllawiau perthnasol; Y berthynas rhwng addysgu a dysgu effeithiol ac arfer dda o ran asesu;
- Y Fframwaith Cymhwysedd Digidol;
- Y Fframwaith Llythrennedd a Rhifedd;
- Cyflogaeth a rheolaeth staff ynghyd â materion personél;
- Gweithdrefnau a phrosesau Amddiffyn Plant;
- Prosesau disgyblu ar draws ysgol.

SGILIAU

Hanfodol

- Rheoli a gweithio o fewn terfynau amser;
- Sgiliau personol a rhyngbersonol ardderchog;
- Sgiliau cyfathrebu effeithiol - safonau uchel yn ysgrifenedig ac ar lafar yn y Gymraeg a'r Saesneg;
- Y gallu i ysbrydoli ac ysgogi cymuned gyfan; Gweinyddu'n dda;
- Cwblhau tasgau a datrys problemau yn llwyddiannus;
- Sgiliau TGCh hyfedr;
- Gwybodaeth dda o ddatblygiadau cyfoes gan gynnwys datblygiadau technolegol ac ymrwymiad i gynaladwyedd amgylcheddol
- Y gallu i ddangos blaengaredd ac i weithio'n annibynnol ac yn rhan o dîm.
- Y gallu i gyfathrebu yn ardderchog yn y Gymraeg a'r Saesneg.

Dymunol

- Hyrwyddo a marchnata'r Ysgol

CYMWYSEDDAU

Hanfodol

- Gweledigaeth;
- Sgiliau trefnu a chynllunio effeithiol;
- Bod yn flaengar a rhagweithiol;
- Y gallu i ennyn ymddiriedaeth a hyder;
- Disgwyliadau uchel o'ch hunan ac eraill;
- Y gallu i adeiladu a chynnal perthnasau gwaith adeiladol;
- Ymroddiad i ddiogelu a hyrwyddo lles plant a phobl ifanc;
- Ymroddiad i welliant parhaol a chodi safonau;
- Y gallu i gadw'n bositif a brwd o dan bwysau.

Eraill

Hanfodol

- Cofrestriad Cyngor y Gweithlu Addysg;
- Cydymffurfio â safonau proffesiynol ar gyfer addysgu ac arweinyddiaeth;
- Gwiriad DBS Manwl ar gyfer Gweithlu Plant.

EIN BLAENORIAETHAU 2023-24

- Gwella ansawdd yr addysgu drwy wreiddio ein polisi cynllunio gwersi "Dilyniant Dysgu YUA", er mwyn gwella'r addysgu a gwella dysgu a chynnydd ein disgyblion.
- Gwella cysondeb ac ansawdd yr adborth i ddisgyblion.
- Lleihau effaith amddifadedd ar gyrhaeddiad disgyblion.
- Datblygu trefniadau asesu o fewn y Cwricwlwm i Gymru.
- Gwella ymgysylltiad ac ymddygiad disgyblion lleiafrif o ddisgyblion.
- Gwella'r ddarpariaeth i ddatblygu cymhwysedd digidol disgyblion.
- Datblygu'r ethos Gymreig drwy gynyddu'r cyfleoedd i ddisgyblion ddathlu eu hunaniaeth Gymreig a datblygu fel dysgwyr hyderus, dwyieithog.

PERSON SPECIFICATION

QUALIFICATIONS

Essential

- *Qualified Teacher Status*
- *Educated to degree level or equivalent*

Desirable

- *NPQH Qualification (successful candidates without the NPQH qualifications will be required to complete the qualification within 2 years of being appointed).*

TRAINING

Essential

- *Evidence of continuous professional development*

Desirable

- *Experience of leading training sessions;*
- *Mentoring or developing staff.*

EXPERIENCE

Essential

Evidence of:

- *Successful teaching;*
- *Leading and managing whole school initiatives;*
- *Leading and managing a team;*
- *Successful change management;*
- *Inspire and develop staff and pupils;*
- *Experience of developing whole school strategies such as teaching and learning and/or inclusion;*
- *Improving teaching and learning;*
- *Using data to improve standards;*
- *Managing school finance;*
- *Working with parents as partners in learning;*
- *Dealing with sensitive personal matters and finding strategic problems to associated problems.*

Desirable

- *Learning coaching;*
- *Leading self-evaluation processes;*
- *Performance management;*
- *Working in partnership with external agencies, community, governors, consultants and LA officers.*

KNOWLEDGE

Essential

- *Understanding of issues relating to Education in Wales,*
- *particularly policy and implementation;*
- *Recent curriculum developments and Additional Learning*
- *Needs;*
- *Relevant legislation and guidance;*
- *The relationship between effective teaching and learning*
- *and good assessment practice;*
- *Digital Competence Framework;*
- *Literacy and Numeracy Framework;*
- *Staff employment and management along with personnel*
- *matters;*
- *Child Protection procedures and processes;*
- *School-wide disciplinary processes.*

SKILLS

Essential

- *Managing and working to short timescales;*
- *Excellent personal and interpersonal skills;*
- *Effective communication skills - high standards in*
- *writing and orally in both Welsh and English;*
- *Ability to inspire and motivate an entire community;*
- *Good administration skills;*
- *Able to complete tasks and solve problems*
- *successfully;*
- *Proficient ICT skills;*
- *Good knowledge of contemporary developments*
- *including technological advances and commitment to*
- *environmental sustainability;*
- *Ability to demonstrate forward thinking and to work*
- *independently and be part of a team.*
- *Ability to communicate excellently through the medium of Welsh and English.*

Desirable

- *Promoting and marketing the school.*

EGNI A LWYDD

COMPETENCIES

Essential

- *Vision;*
- *Effective organisational and planning skills;*
- *Forward thinking and proactive;*
- *Ability to gain trust and confidence;*
- *High expectations of self and others;*
- *Ability to build and maintain constructive working*
- *relationships;*
- *Dedication to protecting and promoting the welfare*
- *of children and young people;*
- *Dedication to lasting improvement and raising*
- *standards;*
- *Ability to stay positive and optimistic under pressure.*

OTHER

Essential

- *Education Workforce Council Registration;*
- *Comply with professional standards for teaching and*
- *leadership;*
- *Detailed DBS Check for Children's Workforce.*
- *Ability to communicate excellently in*

OUR PRIORITIES 2023-24

- *Improve the quality of teaching by embedding our "YUA Learning Sequence" lesson planning policy, to enhance teaching and enhance the learning and progress of our pupils.*
- *Improve the consistency and quality of feedback to pupils.*
- *Reduce the impact of deprivation on pupil attainment.*
- *Develop assessment arrangements within the Curriculum for Wales.*
- *Improve pupil engagement and behaviour among a minority of pupils.*
- *Improve the provision to develop pupils' digital competence.*
- *Develop the Welsh ethos by increasing opportunities for pupils to celebrate their Welsh identity and develop as confident, bilingual learners*

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