



Swydd Ddisgrifiad

TEITL Y SWYDD: Dirprwy Bennaeth

GRADDFA GYFLOG: L7 - L11

PRIF GYFRIFOLDEBAU: Cynorthwyo gyda Chyllid yr Ysgol,
Datblygiad Proffesiynol Parhaus, Presenoldeb.

DYLETSWYDDAU:

Dylid cyflawni'r swydd ddisgrifiad hwn yn unol â darpariaethau'r Ddogfen Polisi Tâl Athrawon Ysgol ac o fewn yr amrediad o ddyletswyddau a osodir yn y ddogfen honno, hyd y bo'n berthnasol o ran teitl a graddfa gyflog daliwr y swydd. Perfformir y dyletswyddau hyn dan gyfarwyddiadau rhesymol y Pennaeth, a wneir yn hysbys o bryd i'w gilydd fel bo'n briodol.

Fel Dirprwy Bennaeth disgwylir ichi weithio gyda, a chynorthwyo'r Pennaeth i arwain a rheoli Ysgol Gynradd Gymunedol Plascrug yn effeithiol o fewn ei chyd-destun lleol. Disgwylir y bydd y Pennaeth a'r Dirprwy yn gytûn, gyda budd a lles yr ysgol gyfan yn cael eu sylw a'u blaenoriaeth ar bob adeg.

TASGAU ALLWEDDOL:

Yn ogystal â chyflawni dyletswyddau proffesiynol athro/athrawes ysgol, gan gynnwys y dyletswyddau hynny a neilltuir yn arbennig i'r Pennaeth, bydd y Dirprwy Bennaeth yn:

1. Cynorthwyo i arwain a rheoli'r ysgol neu unrhyw ran ohoni a bennir gan y Pennaeth;
2. Ymgymryd ag unrhyw un o ddyletswyddau proffesiynol y Pennaeth y gall y Pennaeth ddewis eu dirprwyo;
3. Ymgymryd, yn absenoldeb y Pennaeth, â dyletswyddau proffesiynol rheoli'r ysgol, fel yr ymgymyerir â hwy fel arfer gan y Pennaeth, dan gyfarwyddyd y corff perthnasol (AALI a'r Llywodraethwyr);
4. Ymgynghori'n rheolaidd â'r Pennaeth, gan wyntyllu a thrafod syniadau ynghylch gweinyddu a threfniadaeth yr ysgol, a'r datblygiadau diweddaraf ym maes addysg gynradd;
5. Ymgynghori a chynnig arweiniad i'r Pennaeth mewn meysydd y credir y byddai'n fuddiol ac yn fanteisiol i'r ysgol;
6. Dylanwadu ar gyd-athrawon trwy osod esiampl, nid yn unig fel athro/awes ddosbarth cydwybodol ond hefyd o ran arweinyddiaeth gyffredinol ar draws yr ysgol;

7. Datblygu a chynnal perthynas dda â'r staff addysgu a staff cynorthwyol, plant a rhieni, er mwyn hyrwyddo ethos gwaith effeithiol yn Ysgol Plascrug;
8. Cymryd rhan mewn gweithgareddau allgyrsiol.

Mae gan y Dirprwy Bennaeth yr hawl i gael egwyl o hyd rhesymol yn ystod pob diwrnod ysgol;

CYFRIFOLDEBAU CYFFREDINOL:

Mae'r Dirprwy Bennaeth yn atebol i'r Pennaeth a'r llywodraethwyr am:

1. Nodi anghenion DPP, a datblygu rhaglen addas o Ddatblygiad Proffesiynol, mewn ymgynghoriad â'r holl staff, a chydgyssylltu'r defnydd o athrawon cyflenwi;
2. Monitro a rhoi polisi presenoldeb yr Ysgol ar waith;
3. Darparu ymgynghoriadau a chymorth addysgu ar gyfer datblygu'r Gymraeg ar draws y Cwricwlwm;
4. Y gyllideb flynyddol, darparu cyllideb weithredol a dosrannu adnoddau ar gyfer dysgu ac addysgu ac am y materion allweddol a nodir yn y Cynllun Datblygu Ysgol yn ogystal â monitro gwariant;
5. Cefnogi athrawon cyflenwi, a chroesawu ymwelwyr i'r ysgol;
6. Cadw cofnodion o gyfarfodydd staff yr ysgol;
7. Gosod a chynnal safonau gwaith a disgyblaeth uchel, oddi mewn a thu allan i'r ystafell ddosbarth, gan osod patrwm o ymddygiad proffesiynol i eraill;
8. Bydd y Dirprwy Bennaeth yn cymryd rhan mewn unrhyw drefniadau o fewn y fframwaith a gytunwyd ar gyfer arfarnu perfformiad fel Dirprwy Bennaeth, ac yn gweithredu fel monitor yn y broses rheoli perfformiad;
9. Disgwylir i'r Dirprwy Bennaeth i gefnogi gwaith y Gymdeithas Rhieni ac Athrawon a mynychu cyfarfodydd Pwyllgor fel bo angen;
10. Goruchwylio incwm a gwariant cyfrif Cronfa'r Ysgol;
11. Cynllunio a chydgyssylltu amserlen monitro'r ysgol ym mhob maes pwnc.

PERTHNASOEDD:

(a) Gyda Chydweithwyr

- Rhyngweithio ar lefel broffesiynol a cheisio ffurfio a chynnal perthnasoedd cynhyrchiol i hyrwyddo cyd-ddealltwriaeth o bynciau yng nghwricwlwm yr ysgol gyda'r nod o wella ansawdd yr addysgu a'r dysgu yn yr ysgol.

(b) Gyda rhieni

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

(c) Gyda'r Corff Llywodraethol

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

(d) Gyda'r AALI

- Cydweithredu gyda Swyddogion yr AALI drwy ddarparu gwybodaeth ac adroddiadau, a chydweithio gyda hwy i ddatblygu partneriaeth gadarn.

(e) Gyda chyrff allanol

- I ddatblygu a hyrwyddo cysylltiadau defnyddiol gyda phersonau, cyrff ac asiantaethau y tu allan i'r ysgol;

(f) Gyda sefydliadau addysgol eraill

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

CYFRIFOLDEBAU ADDYSGU PENODOL:

Mae'r cyfrifoldebau penodol sy'n gysylltiedig â'r swydd fel athro/athrawes ymgynghorol fel a ganlyn:

- cynghori athrawon ar gynnwys y cwricwlwm, dulliau addysgu, ac awgrymu gweithgareddau ar gyfer defnyddio arloesiadau newydd mewn arferion addysgu ar draws y Cwricwlwm;
- darparu a gweithredu cyfleoedd i addysgu fel tîm, cynnig gwersi sy'n batrwm a thynnu sylw at enghreifftiau o arfer da ar draws yr ysgol o ran addysgu;
- darparu arweiniad arbenigol a chynnig cymorth i addysgu trwy gyfrwng y Gymraeg o safon uchel, ar lafar ac yn ysgrifenedig.

Mae'r tasgau allweddol sy'n gysylltiedig â'r swydd fel athro/athrawes ymgynghorol fel a ganlyn:

- cyfrannu at gyfarfodydd, trafodaethau a systemau rheoli sy'n angenrheidiol i sicrhau cydgysylltiad cyffredinol gwaith yr ysgol gyfan;
- sicrhau trefn a disgyblaeth dda ymhlith y disgyblion a gwarchod eu hiechyd a'u diogelwch, tra maent wedi'u hawdurdodi i fod ar dir ac adeiladau'r ysgol, yn ogystal â phan fyddant yn cymryd rhan mewn gweithgareddau a awdurdodwyd mewn man arall;
- cymryd rhan yn rhaglen fonitro'r ysgol ac ymateb i bob argymhelliad mewn ffordd adeiladol a phositif, gan gynnwys asesiadau cydgysylltydd y cwricwlwm yn ogystal â gwerthusiadau Rheoli Perfformiad;
- bod yn rhan o'r gwaith o drefnu hyfforddiant pellach a datblygiad proffesiynol ar lefel rheolwr.

Gellir diwygio'r swydd-ddisgrifiad hwn a'r dyraniad o gyfrifoldebau arbennig trwy gytundeb o bryd i'w gilydd

Manyleb Person

Meini Prawf	Hanfodol	Dymunol
Cymwysterau	Statws Athro/Athrawes Gymwysedig Gradd neu achrediad cyfwerth.	Cymhwyster Proffesiynol Cenedlaethol ar gyfer Prifathrawiaeth (CPCP) Gradd Uwch
Profiad	<p>Profiad diweddar, perthnasol a helaeth o rôl uwch reoli mewn ysgol;</p> <p>Profiad o wella ysgol, ynghyd â'r gallu i roi newidiadau cwricwlaidd ar waith;</p> <p>Ymarferwr stafell ddosbarth rhagorol a thystiolaeth o addysgu arloesol gyda disgyblion ar draws ystod eang o alluoedd;</p> <p>Profiad o ddadansoddi data asesu disgyblion yn fanwl fel sail ar gyfer dysgu ac addysgu; Profiad o reoli adnoddau ysgol.</p>	<p>O leiaf tair blynedd o brofiad o addysgu;</p> <p>Profiad a dealltwriaeth o Ariannu Ysgolion a gweithdrefnau grantiau asiantaethau allanol eraill;</p> <p>Tystiolaeth o Ddatblygiad Proffesiynol Parhaus personol llwyddiannus;</p> <p>Profiad o weithio gydag asiantaethau allanol;</p> <p>Profiad o ddelio ag agweddau ariannol ysgol er mwyn cynorthwyo i reoli cyllideb ysgol.</p>
Datblygiad Proffesiynol	<p>Dealltwriaeth o ddeddfwriaeth, materion a datblygiadau addysgol cyfredol sy'n ymwneud ag anghenion addysgol disgyblion;</p> <p>Tystiolaeth o weithredu DPP ac o arwain / cydlynu cyfleoedd datblygiad proffesiynol;</p> <p>Gwybodaeth gadarn am y Cwricwlwm Cenedlaethol Cymreig cyfredol a Datblygiad Blynyddoedd Cynnar ynghyd â gwybodaeth helaeth am feysydd pwnc a fydd yn cynnig cefnogaeth i'r cwricwlwm.</p>	<p>Gwaith llwyddiannus gyda Llywodraethwyr;</p> <p>Profiad o fentora Myfyrwyr Addysg / a neu Athrawon Newydd Gymhwyso</p>
Sgiliau Arwain	<p>Prawf o sgiliau arwain ardderchog, gan gynnwys:-</p> <ul style="list-style-type: none"> • Y ddawn i greu dyheadau sy'n hyrwyddo safonau cyrhaeddiad uchel i bawb; • Annog a chefnogi disgyblion i ddod yn ddysgwyr annibynnol; • Sgiliau ysgogol cryf i gynorthwyo gyda phrosesau newid; • Ymrwymiad i hyrwyddo a diogelu lles disgyblion. 	<p>Profiad o gefnogi datblygiad staff drwy ddysgu ac addysgu arloesol;</p> <p>Ymwneud â chymuned rhieni ysgol.</p>

Meini Prawf	Hanfodol	Dymunol
Sgiliau Rheoli	<p>Y gallu i arddangos a phrofi fod gennych hanes o atebolrwydd mewn agweddau o reoli ysgol.</p> <p>Y gallu i ddadansoddi data, datblygu cynlluniau strategol, gosod targedau a monitro / gwerthuso cynnydd parhaus.</p> <p>Profiad o gefnogi datblygiad proffesiynol parhaus cydweithwyr.</p> <p>Ymgynghorol, gwrandäwr da, cefnogol i gydweithwyr a chyfranogol iawn.</p>	<p>Y gallu i brofi fod gennych hanes o atebolrwydd mewn mwy nag un agwedd o reoli ysgol/maes cyllideb</p> <p>Y gallu i ddirprwyo gwaith a chefnogi cydweithwyr i ymgymryd â chyfrifoldebau.</p> <p>Tystiolaeth o wedi gweithredu rheoli newid.</p> <p>Profiad o gweithio gyda a chefnogi Llywodraethwyr.</p> <p>Profiad o ddelio â materion staffio mewn amrywiaeth o sefyllfaoedd.</p>
Sgiliau Cyfathrebu	<p>Mae'n rhaid i ymgeiswyr fod yn rhugl mewn Cymraeg a Saesneg, ysgrifenedig ac yn llafar oherwydd bod gan yr Ysgol statws "arloeswr" ar gyfer datblygu cwricwlwm yr iaith Gymraeg.</p> <p>Y gallu i gyfathrebu'n hyderus ar bob lefel;</p> <p>Defnydd cymwys o TGCh.</p>	<p>Mynegiant da a'r gallu i wneud cyflwyniadau gerbron cynulleidfaoedd amrywiol.</p>
Cryfhau Cysylltiadau Cymunedol	<p>Ymrwymiad cadarn i gynnal cysylltiadau â Llywodraethwyr, y gymuned leol, ysgolion lleol a'r Urdd.</p>	<p>Profiad o weithio gyda darparwyr Addysg Uwch sy'n cynnig Cymwysterau Addysgu</p>
Datblygu Polisiâu a'r Cwricwlwm	<p>Tystiolaeth o gynllunio a gweithredu'r cwricwlwm yn effeithiol.</p> <p>Dealltwriaeth o ddatblygiad arferion dysgu effeithiol, ac ymrwymiad cryf iddo, trwy gydol cwricwlwm yr ysgol</p> <p>Dealltwriaeth o bwysigrwydd datblygiad unigol pob disgybl er mwyn cyflawni ei lawn botensial.</p>	<p>Profiad o weithio gyda chyrrff allanol i ddatblygu materion cwricwlwm a pholisi.</p> <p>Tystiolaeth o weithredu'r datblygiadau cwricwlwm a pholisi diweddaraf.</p>
Amrywiaeth a Chyfluoedd Cyfartal	<p>Ymrwymiad i gefnogi a datblygu'r cysylltiadau rhyngwladol a sefydlwyd gan yr ysgol i hyrwyddo ethos o barch a dealltwriaeth ddiwylliannol.</p> <p>Y gallu i arddangos ymrwymiad cadarn i osod gwerth ar gydraddoldeb ac amrywiaeth.</p>	<p>Profiad o ddelio â materion AAA a Saesneg fel Iaith Ychwanegol (EAL).</p>

Job Description

NAME OF POSTHOLDER: Deputy Headteacher

SALARY GRADE: L7 - L11

KEY RESPONSIBILITIES: School Finance Support,
Personal Professional Development, School Attendance.

EMPLOYMENT DUTIES:

This job description is to be performed in accordance with the provisions of the School Teachers' Pay Policy Document and within the range of duties set out in that document so far as relevant to the post holder's title and salary grade. The performance of these duties is under the reasonable directions of the Headteacher made known from time to time as appropriate.

As Deputy Headteacher you will be expected to work with, and support the Headteacher in leading and managing Plascrug C.P. School effectively within its local context. It is expected that the Headteacher and Deputy will be in accord with the benefit and welfare of the whole school given their attention and priority at all times.

KEY TASKS:

In addition to carrying out the professional duties of a school teacher, including those duties particularly assigned by the Headteacher, the Deputy Headteacher shall:

1. Assist in leading and managing the school or such part of it as may be determined by the Headteacher;
2. Undertake any professional duty of the Headteacher, which may be delegated by the Headteacher;
3. Undertake, in the absence of the Headteacher, the professional duties of managing the school as usually undertaken by the Headteacher as guided by the relevant body (LEA and Governors);
4. Consult regularly with the Headteacher, airing and discussing ideas regarding the administration and organisation of the school and the latest developments in the field of primary education;
5. Consult and offer guidelines to the Headteacher in fields which are believed would be beneficial and advantageous to the school;
6. Influence fellow teachers by setting an example, not only as a conscientious class teacher but also in the general leadership throughout the school;
7. Develop and maintain good relationships with teaching and non-teaching staff, children and parents in order to promote an effective working ethos at Plascrug School;
8. Take part in extra-curricular activities.

The Deputy Headteacher is entitled to a break of a reasonable length in the course of each school day;

GENERAL RESPONSIBILITIES:

The Deputy Headteacher is responsible to the Headteacher and Governors for:

1. Identifying CPD needs, and developing an appropriate Programme of Professional Development in consultation with all staff and coordinating the use of supply teachers;
2. Monitor and implement the school attendance policy;
3. Provide consultancies and teaching support for the latest curriculum developments;
4. The annual budget working budget provision and allocation of resources for teaching and learning and for the key issues set in the School Development Plan and the monitoring of such expenditure;
5. Supporting supply teachers, and welcoming visitors to school;
6. Minuting of school staff meetings;
7. Setting and maintaining high standards of work and discipline both in and out of the classroom as a professional role model for others;
8. The Deputy Headteacher will participate in any arrangements within an agreed framework for the appraisal of performance as Deputy Headteacher, and being a monitor in the performance management process;
9. The Deputy Headteacher is expected to support the work of the PTA and attend Committee meetings when necessary;
10. Oversee the income and expenditure of the School Fund account;
11. Plan and co-ordinate the school monitoring schedule for all subject areas.

RELATIONSHIPS:

(a) With Colleagues

- To interact on a professional level and seek to form and maintain productive relationships to promote mutual understanding of subjects in the school curriculum with the aim of improving the quality of teaching and learning in the school;

(b) With Parents

- To facilitate the 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

(c) With the Governing Body

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

(d) 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

(e) With external bodies

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

(f) With other educational organisations

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

PARTICULAR TEACHING RESPONSIBILITIES:

The particular responsibilities attached to the post as an advisory teacher are as follows:

- advise teachers of curricular content, teaching methods and suggest activities for using new innovations in teaching practice across the Curriculum;
- provide and implement team teaching opportunities, offer role model lessons and highlight examples of good practice throughout the school when teaching;
- provide specialist guidance and offer support in Welsh medium teaching at a high oral and written standard.

The key tasks attaching to the post as an advisory teacher are:

- contributing to meetings, discussions and management systems necessary to ensure the co-ordination of the work of the school as a whole;
- maintaining good order and discipline among the pupils, promoting their wellbeing and safeguarding their health and safety, both when they are authorised to be on the school premises and when they are engaged in authorised activities elsewhere;
- participate in the school monitoring programme and respond to all recommendations in a constructive and positive manner this includes curriculum coordinator assessments as well as Performance Management appraisals;
- participate in arrangements for further training and professional development at a management level.

This job description and allocation of particular responsibilities may be amended by agreement from time to time.

Person Specification

Criteria	Essential	Desirable
Qualifications	<p>Qualified Teacher Status</p> <p>Graduate or equivalent accreditation</p>	<p>NPQH qualified</p> <p>Postgraduate level qualification</p>
Experience	<p>Recent and relevant experience in a whole school or senior management role within a school setting</p> <p>Experience of whole school improvement and practice with the ability to implement curriculum change</p> <p>Outstanding classroom practitioner with evidence of innovative teaching with pupils across a wide range of abilities</p> <p>Experience of detailed analysis of pupil assessment data to inform teaching and learning</p> <p>Experience of managing whole school resources</p>	<p>At least three years teaching experience</p> <p>Experience and understanding of Schools Funding and other outside agencies grants procedures</p> <p>Evidence of successful personal Continuous Professional Development</p> <p>Experience of working with outside agencies</p> <p>Experience of dealing with aspects of school finances in order to support with managing school budgets</p>
Professional Development	<p>Understanding of current legislation, issues and educational developments related to pupils educational needs</p> <p>Evidence of implementing CPD and of leading/coordinating professional development opportunities</p> <p>A sound knowledge of current Welsh National Curriculum and Early Years development coupled with extensive subject area knowledge to offer curriculum support</p>	<p>Successful work with Governors</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"> • Inspiring and promoting high standards of attainment for all • Encouraging and supporting pupils to become independent learners • Strong motivational skills to support processes of change • Commitment to promoting and safeguarding the welfare of pupils. 	<p>Experience of supporting staff development through innovative teaching and learning;</p> <p>Involvement with the parental community of a school.</p>

Criteria	Essential	Desirable
Management Skills	<p>The ability to demonstrate a proven record of accountability of aspects of school management.</p> <p>The ability to analyse data, develop strategic plans, set targets and monitor/evaluate ongoing progress.</p> <p>Experience of supporting the continuous professional development of colleagues.</p> <p>Consultative, a good listener, supportive of colleagues and highly participative.</p>	<p>The ability to demonstrate a proven record of accountability in more than one aspect of school management/budget area</p> <p>Ability to delegate work and support colleagues in undertaking responsibilities</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 at all levels</p> <p>Competent in the use of ICT</p>	<p>Articulate and able to give bilingual presentations to a variety of audiences</p>
Strengthening Community	<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 & policy issues.</p> <p>Evidence of implementing the most recent curriculum & 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 SEN and EAL issues.</p>