

Disgrifiad Swydd

Teitl y Swydd	PENNAETH Y CHWECHED DOSBARTH A CHYDLYNUDD BAGLORIAETH CYMRU YM MLWYDDYN 12 A 13
Cyfeirnod at Ddibenion Gwerthuso Swyddi	1001EOR
Maes Gwasanaeth	Ysgol Gyfun Aberaeron
Graddfa SCP a Chyflog (yn amodol ar Werthuso Swyddi)	Prif Raddfa Gyflog a CAD 2c
Diben y Swydd	PENNAETH Y CHWECHED DOSBARTH A CHYDLYNUDD BAGLORIAETH CYMRU YM MLWYDDYN 12 A 13 Mae'r gallu i weithio'n ddwyieithog yn hanfodol ar gyfer y swydd yma.
Lleoliad	Ysgol Gyfun Aberaeron
Oriau Gwaith	Llawn Amser
Math o Contract	Parhaol
Teitl swydd y Rheolwr Llinell Uniongyrchol	Rheolwr Llinell benodol sy'n aelod o'r Uwch Dîm Arwain
Cyfrifoldebau Goruchwyllo / Rheoli – os ydyw'n berthnasol	Cysylltu gyda: Pennaeth, Dirprwy Bennaeth, Penaethiaid Cynorthwyol, Penaethiaid Adran, Tiwtoriaid Dosbarth, athrawon pwnc a phersonél perthnasol eraill
Dyletswyddau a chyfrifoldebau	Prif Gyfrifoldebau • Diffinio amcanion datblygu a fydd yn cydweddu ag amcanion yr ysgol. • Monitro cyrhaeddiad trwy wneud defnydd o ddata priodol er mwyn tracio cynnydd disgyblion ac adnabod grwpiau targed penodol. • Cydlynu'r Fagloriaeth ym mlwyddyn 12 a 13. • Gofal bugeiliol gan gynnwys Datblygiad Personol a Chymdeithasol. • Cyngor parthed Addysg bellach, aprentisiaethau a dewisiadau gyrfaoedd. • Arweiniad ynghylch y broses UCAS ar gyfer pob myfyriwr 6ed Dosbarth. • Mae cyfrifoldebau eraill yn cynnwys;

- Trefnu rhaglen anwytho.
- Cysylltu â rhieni/gofalwyr a threfnu cyfarfodydd yn ôl y galw.
- Cefnogi a chryfhau rôl Pwyllgor y 6ed.
- Sicrhau safonau disgyblaeth a gwisg.
- Hybu gweithgareddau sy'n eu tro yn sbarduno a chryfhau Cymreictod.
- Dadansoddi data presenoldeb a chwrdd â disgyblion a rhieni sy'n peri gofid.
- Arwain Tîm Tiwtoriaid. Cynnal a chadeirio cyfarfodydd. Trefnu agenda sy'n adlewyrchu pynciau mae pob tiwtor am eu trafod. Cysylltu â'r Dirprwy parthed y penderfyniadau a'r trafodaethau.
- Cydweithio'n agos â Phennaeth Blwyddyn 11 a Chydgysylltydd Anghenion Dysgu Ychwanegol (ADY).
- Cynrychioli'r ysgol mewn cyfarfodydd gyda'r AL ac asiantaethau allanol eraill.

Bagloriaeth Cymru

- Diffinio sgiliau, technegau, cysyniadau sydd i'w datblygu a'u dysgu.
- Penderfynu ar ddulliau dysgu ac addysgu – methodoleg briodol gan gynnwys TGCh.
- Llunio cynllun addas ar gyfer addysgu ac asesu Bagloriaeth Cymru yn CA5.
- Sicrhau trefniadau priodol i arfarnu a gwerthuso'r Cwrs yn CA5.
- Sicrhau cyfraniad yr adran i ddatblygu medrau myfyrwyr CA5.
- Cydgysylltu gydag adrannau eraill a chydweithio o safbwynt gorgyffwrdd elfennau o'r meysydd llafur.
- Diweddarau Cynlluniau Gwaith yn ôl yr angen.
- Cofnodi disgyblion ar gyfer asesiadau allanol, paratoi amcangyfrifon graddau a threfnu'r broses o osod targedau meintiol.
- Sicrhau perthnasedd y cyrsiau i ddiwydiant/busnes ac i'r gymdeithas, addysg bellach a hyfforddiant.
- Arwain athrawon mewn materion yn ymwneud â disgyblaeth, gofal bugeiliol a chynghori disgyblion.
- Trefnu a gweithredu polisi asesu i gydweddu â pholisi'r ysgol ar asesu a chofnodi cynnydd a nodi a delio gyda thangyflawnwyr.
- Trefnu'r disgyblion i grwpiau dysgu priodol.
- Llunio agenda ar gyfer cyfarfodydd ac adrodd nôl i'r UDA ar faterion i weithredu arnynt.
- Hunan arfarnu yn unol â threfniadau'r ysgol.

Datblygiad Proffesiynol

- Mynychu neu drefnu hyfforddiant priodol ar agweddau priodol o Fagloriaeth Cymru.
- Cyngori'r UDA ac athrawon ynglŷn â datblygiadau Bagloriaeth Cymru.
- Adnabod a chynnal hyfforddiant priodol.
- Rheoli adnoddau a chyllideb adrannol (cydgysylltu â'r rheolwr busnes).
- Ymgymryd â thasgau eraill rhesymol ar gais y Prifathro.

Job Description

Post Name	Head of Sixth Form and Welsh Baccalaureate Coordinator for Years 12 and 13
Job Evaluation Post No	1001EOR
Service Area	Ysgol Gyfun Aberaeron
Grade SCP and salary – subject to Job Evaluation	Main Salary Scale and TLR 2c
Job Purpose	Head of Sixth Form and Welsh Baccalaureate Coordinator for Years 12 and 13 The ability to work bilingually is a requirement of this role.
Location	Ysgol Gyfun Aberaeron
Hours of Work	Full Time
Type of Contract	Permanent
Immediate Line Managers job title	Specific Line Manager who is a member of the Senior Leadership Team
Supervisory/Managerial responsibilities – if applicable	Liaises with: Headteacher, Deputy Headteacher, Assistant Heads, Heads of Department, Form Tutors, subject teachers, and other relevant personnel
Duties and responsibilities	Main Responsibilities • Define development objectives aligned with the school's goals. • Monitor attainment using appropriate data to track student progress and identify specific target groups. • Coordinate the Welsh Baccalaureate in Years 12 and 13. • Provide pastoral care, including Personal and Social Development. • Provide guidance on further education, apprenticeships, and career options. • Lead on the UCAS process for all Sixth Form students. • Organise an induction programme. • Liaise with parents/carers and arrange meetings as needed. • Support and strengthen the role of the Sixth Form Committee. • Ensure discipline and dress code standards.

- Promote activities that in turn spark and strengthen Welsh identity.
- Analyse attendance data and meet with students and parents where concerns appear.
- Lead a team of form tutors. Hold and chair meetings. Arrange and distribute meeting agenda and minutes of each meeting.
- Work closely with the Head of Year 11 and the ALNCo.
- Represent the school in meetings with the LA and other external agencies.

Welsh Baccalaureate

- Define skills, techniques, and concepts to be developed and taught.
- Decide on learning and teaching methods – appropriate methodology including ICT.
- Develop a suitable plan for teaching and assessing the Welsh Baccalaureate at KS5.
- Ensure appropriate arrangements for evaluating and reviewing the KS5 course.
- Ensure departmental contribution to developing KS5 students' skills.
- Coordinate with other departments and collaborate on overlapping syllabus elements.
- Update Schemes of Work as needed.
- Register students for external assessments, prepare grade predictions, and arrange the process for setting measurable targets.
- Ensure course relevance to industry/business and to society, further education, and training.
- Lead teachers in matters relating to discipline, pastoral care, and student guidance.
- Implement an assessment policy in line with school policy to monitor progress and identify and address underachievement.
- Organise students into appropriate learning groups.
- Prepare agendas for meetings and report back to SLT on actionable issues.
- Self-evaluate in accordance with school procedures.

Professional Development

- Attend or arrange appropriate training on relevant aspects of the Welsh Baccalaureate.

	• Advise SLT and teachers on Welsh Baccalaureate developments. • Identify and deliver appropriate training. • Manage departmental resources and budget (in coordination with the business manager). • Undertake other reasonable tasks as requested by the Headteacher.
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