

Disgrifiad Swydd

Teitl y Swydd	Dirprwy Bennaeth
Cyfeirnod at Ddibenion Gwerthuso Swyddi	
Maes Gwasanaeth	Ysgol Gyfun Aberaeron
Graddfa SCP a Chyflog (yn amodol ar Werthuso Swyddi)	Yn ogystal â dyletswyddau proffesiynol athro, disgwylir i'r Dirprwy Bennaeth gydweithio'n agos gyda'r Pennaeth a'r Uwch Dim Arwain i ddarparu arweiniad a rheolaeth broffesiynol o fewn yr ysgol gan sicrhau llwyddiant a datblygiad parhaus; addysg o safon uchel i bob myfyriwr a datblygiad mewn safonau dysgu a chyrhaeddiad. Er mai'r Pennaeth sydd â chyfrifoldeb dros yr ysgol, bydd gan y Dirprwy Bennaeth gyfrifoldeb am feysydd penodol a gytunir trwy trafodaethau gyda'r Pennaeth.
Diben y Swydd	
Lleoliad	Ysgol Gyfun Aberaeron
Oriau Gwaith	Llawn amser
Math o Gontract	Secondiad
Hyd y Contract	I ddechrau 01/01/2026
Teitl swydd y Rheolwr Llinell Uniongyrchol	Prifathro
Cyfrifoldebau Goruchwylio / Rheoli – os ydyw'n berthnasol	CYFRIFOLDEB CYFFREDINOL - cynorthwyo'r Pennaeth i lunio gweledigaeth a phennu cyfeiriad i'r ysgol, gan osod disgwyliadau uchel iawn â ffocws clir ar gyrhaeddiad disgyblion - adnabod sialensiau a disgwyliadau arweinyddiaeth o fewn meysydd penodol o gyfrifoldeb ac arwain datblygiadau newydd i alluogi'r ysgol i gwrdd ag anghenion newydd - cymryd rhan sylweddol mewn gosod nodau ac amcanion i'r ysgol, gan ddefnyddio data a gwybodaeth gywir, a chyfrannau at greu Cynllun

Datblygu'r Ysgol ar y cyd gyda'r Pennaeth, yr UDA a'r llywodraethwyr gan grynhoi sylwadau gan holl ran ddeiliaid yr ysgol

- sicrhau bod rheolwyr ar bob lefel yn adnabod ac yn deall eu rhan yn y broses ddysgu a darparu hyfforddiant, arweiniad a chefnogaeth i reoli newid a chodi safonau
- cefnogi staff yn y defnydd o asesiadau a data i gynllunio dysgu ac addysgu
- bod yn batrwm o ymddygiad, gan ysbrydoli, ysgogi a dylanwadu ar staff trwy gymryd rhan flaenllaw wrth gynnal safonau uchel o ddysgu, addysgu a disgyblu tra'n sicrhau cydbwysedd bywyd/gwaith i bawb
- derbyn cyfrifoldeb dros redeg yr ysgol o ddydd i ddydd mewn cydweithrediad â neu yn absenoldeb y Pennaeth
- diweddarau polisiau o fewn meysydd penodol o gyfrifoldeb a'u cyflwyno i'r Corff Llywodraethol
- bod yn rheolwr llinell ar gyfer grŵp penodol o arweinwyr eraill a staff

CYFRIFOLDEBAU PENODOL -

- goruchwyllo safonau dysgu ac addysgu ar draws yr ysgol
- cydlynu gweithgareddau sicrhau ansawdd gan gynnwys arsylwadau gwersi, teithiau dysgu, craffu llyfrau a llais y dysgwyr
- gosod cyfeiriad strategol er mwyn datblygu safonau trwy ddarpariaeth priodol, o'r safon uchaf

Cwricwlwm a Sgiliau Craidd

- arwain ar ddatblygu a gwerthuso'r cwricwlwm ar gyfer pob cyfnod allweddol
- sicrhau dilyniant effeithiol a darpariaeth gytbwys ar draws pynciau a meysydd dysgu
- arwain ar oruchwyliaeth a datblygiad y sgiliau trawsgwricwlaidd: llythrennedd, rhifedd a llythrennedd digidol

Tracio a Hunanwerthuso

- cefnogi'r gweithdrefnau hunanwerthuso ar lefel ysgol gyfan, a dan arweiniad y pennaeth
- cyfrifol am systemau tracio perfformiad disgyblion a defnyddio data i lywio cynllunio a gwelliant

Absenoldeb Staff a Chyflwyno Opsiynau

- goruchwyllo a rheoli absenoldeb staff gan sicrhau darpariaeth barhaus i ddisgyblion
- arwain y broses opsiynau ar gyfer disgyblion CA4 a CA5, gan gynnwys cynllunio'r rhaglenni a chyfathrebu â rhieni a disgyblion

	Cynllunio Strategol a Datblygu Darpariaeth • arwain ar gynllunio a chyflwyno darpariaeth RADY gan ganolbwyntio ar gydraddoldeb, hygyrchedd a chynhwysiant • arwain ar ddarpariaeth gyrfau o ddisgyblion, ar draws yr ysgol • golygu a chyfrannu'n weithgar at baratoi'r prospectysau ar gyfer Cyfnod Allweddol 4 a 5
	Noder: Bydd y Dirprwy Bennaeth hefyd yn rhan annatod o dîm arweinyddiaeth strategol yr ysgol, gan gyfrannu at weledigaeth y sefydliad a'r broses o wella'n barhaus. Caiff y swydd-ddisgrifiad hon ei hadolygu'n flynyddol a gall fod yn agored i addasiadau neu newidiadau ar unrhyw achlysur yn dilyn trafodaeth gyda deiliad y swydd. Nid yw'n cynnwys rhestr gyflawn o dasgau a gweithrediadau, ond yn hytrach yn datgan prif ddisgwyliadau'r ysgol mewn perthynas â dyletswyddau a chyfrifoldebau'r swydd-ddeiliad, yn cynnwys y ddarpariaeth o addysg a dysgu safonol ar draws yr ysgol a gofal bugeiliol o ddisgyblion o dan ei (g)ofal. Gellir trafod elfennau o'r swydd-ddisgrifiad hon ac unrhyw newidiadau iddi ar gais y Pennaeth neu ddeiliad y swydd
Dyletswyddau a chyfrifoldebau	
Atebolrwydd	Pennaeth

Manyleb Person

Y cymwysterau academaidd/proffesiynol/technegol/galwedigaethol (gan gynnwys Lefel y cymwysterau) sy'n ofynnol ar gyfer y swydd				
Lefel y sgiliau ieithyddol sy'n ofynnol ar gyfer y swydd (Gweler y canllawiau iaith a'r ceri net)	Gweler y tabl isod. <i>*Nodyn: Bydd gofyn i'r ymgeisydd llwyddiannus ddysgu'r Gymraeg o fewn 2 flynedd o gael ei benodi os nad ydyw eisoes yn siarad Cymraeg.</i>			
	Gwrandod/ Siarad	Darllen	Ysgrifennu	
Saesneg (Lefelau Fframwaith ALTE)	5	5	5	Hanfodol
Cymraeg (Lefelau Fframwaith ALTE)	5	5	5	Hanfodol*
Sgiliau ymarferol/personol sy'n ofynnol ar gyfer y swydd				
Profiad sy'n ofynnol ar gyfer y swydd				
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd				
Sgiliau/cymwysterau dymunol				

Manyleb Person – Dirprwy Bennaeth

Person Specification – Deputy Headteacher

	Hanfodol Essential	Dymunol Desirable
Cymwysterau Qualifications		
Gradd berthnasol a Statws Athro Cymwysedig Relevant Degree and Qualified Teacher Status	✓	
Cymhwyster rheoli / Gradd Uwch Leadership qualification / Higher Degree		✓
Tystiolaeth o ddatblygiad proffesiynol diweddar mewn perthynas â rheoli ysgol. Evidence of recent professional development in relation to school management.	✓	
Gwybodaeth gadarn ynghylch datblygiadau cyfredol i addysg yng Nghymru Sound knowledge of current developments in education in Wales	✓	
Profiad Experience		
Bydd gan yr ymgeisydd llwyddiannus: The successful candidate will have:		
Brofiad o fod yn uwch arweinydd neu brofiad helaeth fel arweinydd canol, llwyddiannus	✓	

Experience as a Senior Leader, or extensive practice and experience as a very successful middle leader		
Prawf o allu a llwyddiant o ddysgu yn y sector uwchradd Proven success/ability in teaching across the secondary phase	✓	
Tystiolaeth o lwyddiant wrth wella ysgol a chodi safonau i'r graddau uchaf A proven track record in school improvement and the raising of standards to the highest level	✓	
Y gallu i gyfathrebu'n rhugl yn y Gymraeg a'r Saesneg - ar lafar ac yn ysgrifenedig High quality English and Welsh communication skills – oral and written	✓	
Gallu i arwain a rheoli Leadership and Management skills		
<i>Bydd gan yr ymgeisydd llwyddiannus dystiolaeth o allu wrth ddefnyddio sgiliau arweinyddiaeth effeithiol wrth:</i> <i>The successful candidate will have proven ability in employing effective leadership in:</i>		
Gynnig rheolaeth strategol gan weithio tuag at egwyddorion cytunedig sydd yn arloesol ac yn gynhwysol Strategic school management, embracing a clear vision and mission which is forward-thinking and inclusive	✓	
Gynllunio yn effeithiol i sicrhau datblygiadau ysgol gyfan Effective planning and development to secure whole school improvement	✓	
Sefydlu a datblygu polisiâu a strwythurau llwyddiannus Establishing and developing successful policies and procedures	✓	
Flaenoriaethu, cynllunio, trefnu a gwerthuso gwaith ar draws, adran cyfnod allweddol neu debyg Prioritising, planning, organising and evaluating the work of a Key Stage, department or similar	✓	
Arwain, perchnogi a chyflwyno newid angenrheidiol ac arloesol Leading, embracing and implementing necessary change and innovation	✓	

Dal unigolion a thimau yn atebol am ddeilliannau dysgu Holding individuals and teams to account for pupil learning outcomes	✓	
Diffinio a datblygu cyfleoedd dysgu i ddisgyblion gyda rhieni a'r gymuned Defining and developing student learning opportunities with parents and the community	✓	
Profiad a rôl mewn: Experience and involvement in:		
Datblygu enw da'r ysgol a'i rôl yn y gymuned Developing school reputation and role in the community	✓	
Datblygu, ysbrydoli ac ysgogi disgyblion, staff, rhieni, llywodraethwyr a'r gymuned ehangach Leading, motivating and inspiring pupils, staff, parents, governors and the wider community	✓	
Cwricwlwm, datblygiad ysgol gyfan neu ddatblygiadau addysgiadol eraill ar lefel awdurdod, rhanbarth neu genedlaethol Curriculum, school improvement or other educational developments at Authority/Regional /National level		✓
Gweledigaeth ac athroniaeth Vision and Philosophy:		
<i>Bydd gan yr ymgeisydd llwyddiannus weledigaeth a dealltwriaeth glir o:</i> <i>The successful candidate will have a clear vision of:</i>		
Ymarfer dysgu ac addysgu rhagorol Outstanding learning and teaching practice	✓	
Strategaethau i gyflwyno a sicrhau cysondeb mewn polisi dysgu ac addysgu Strategies for implementing a consistent learning and teaching policy	✓	
Gynhwysiant a diogelu ar gyfer pobl ifanc o bob cefndir Inclusion and safeguarding for young people from all backgrounds	✓	

Job Description

Post Name	Deputy Headteacher
Job Evaluation Post No	
Service Area	Ysgol Gyfun Aberaeron
Grade SCP and salary – subject to Job Evaluation	
Job Purpose	In addition to maintaining all professional standards, the Deputy Headteacher is expected to work closely with the Headteacher and Senior Leadership Team to provide professional leadership and management within the school, ensuring continued success and development; high quality education for all students and development in standards of learning and attainment. Although the Headteacher has responsibility for the school, the Deputy Headteacher will have responsibility for specific areas agreed through discussions with the Headteacher.
Location	Ysgol Gyfun Aberaeron
Hours of Work	Full time
Type of Contract	Permanent
Length of Contract	Start date – 01/01/2026
Immediate Line Managers job title	Headteacher
Supervisory/Managerial responsibilities – if applicable	General Responsibilities • assist the Headteacher in formulating a vision and setting a direction for the school, setting very high expectations with a clear focus on pupil achievement • identify leadership challenges and expectations within specific areas of responsibility and lead new developments to enable the school to meet new needs • to take a significant role in setting aims and objectives for the school, using accurate data and information, and contributing to the creation of the School Development Plan in conjunction with the Headteacher, SLT and governors, incorporating input from all school stakeholders

- ensure that managers at all levels recognize and understand their role in the learning process and provide training, guidance and support to manage change and raise standards
- support staff in the use of assessments and data to plan learning and teaching
- to act as a role model, inspiring, motivating and influencing staff by taking a leading role in maintaining high standards of learning, teaching and discipline whilst ensuring a work / life balance for all
- take responsibility for the day-to-day running of the school in conjunction with, or in the absence of the Headteacher
- update policies within specific areas of responsibility and present to the Governing Body
- line manage for a specific group of other leaders and staff

Specific responsibilities:

Leadership of Learning and Teaching

- oversee teaching and learning standards across the school
- co-ordinate quality assurance activities, including lesson observations, learning walks, book scrutiny, and learner voice activities
- set the strategic direction for raising standards through the provision of high-quality teaching and learning

Curriculum and Core Skills

- lead the development and evaluation of the curriculum at each key stage
- ensure effective progression and a balanced, broad curriculum across all subjects and areas of learning
- oversee the planning and development of cross-curricular skills: literacy, numeracy, and digital literacy

Tracking and Self-Evaluation

- support the school's self-evaluation processes, in collaboration with the Headteacher
- take responsibility for pupil performance tracking systems, using data to inform planning, intervention, and improvement

Staff Absence and Options Process

- manage and monitor staff absence, ensuring continuity of provision for learners
- lead the options process for Key Stage 4 and Key Stage 5 pupils, including programme planning and communication with parents and learners

	Strategic Planning and Provision Development • lead the design and implementation of RADY (Raising the Attainment of Disadvantaged Youngsters) provision, with a focus on equity, accessibility, and inclusion • lead on the development of careers provision across the school • actively contribute to and edit the prospectuses for Key Stages 4 and 5
	Note: The Deputy Headteacher will also be an integral part of the school's strategic leadership team, contributing to the vision of the organisation and the process of continuous improvement.
Duties and responsibilities	
Accountability	Headteacher

Person Specification

The Academic / professional / Technical / vocational qualifications (including qualification Level) required for the post				
Linguistic skills level required for the post (Please refer to guidance on ceri net)	See table below. <i>*Note: The successful candidate will be required to learn the language within 2 years of being appointed if he/she is not currently a Welsh speaker.</i>			
	Listening/ Speaking	Reading	Writing	
English (ALTE Framework Levels)	5	5	5	Essential
Welsh (ALTE Framework Levels)	5	5	5	Essential*
Practical/personal skills required for the post				
Experience required for the post				
Training/education required to be undertaken for the post/worked towards				
Desirable Skills/Qualifications				