

Disgrifiad Swydd

Teitl y Swydd	Pennaeth – Uned Cyfeirio Disgyblion Ceredigion
Gwasanaeth	Ysgolion
Graddfa	Graddfa Arweinyddol
Pwynt/iau Cyflog	Gradd 6 - 12
Cyflog	£57,304 - £66,430 y flwyddyn
Pwrpas y Swydd	Arwain yr Uned Cyfeirio Disgyblion (UCD) a Chefnogi'r Gwasanaeth Ymddygiad yng Ngheredigion
Lleoliad Gwaith Cytundebol	Canolfan Aeron, Aberaeron
Oriau Gwaith	Cytundeb Pennaeth
Math o Gytundeb	Llawn-amser
Hyd y Cytundeb	Secondiad
Teitl swydd y Rheolwr Llinell	Rheolwr Corfforaethol Ymgysylltu a Chyrhaeddiad
Cyfrifoldebau Goruchwyllo / Rheoli	Oes
Atebolrwydd	Rheolwr Corfforaethol Ymgysylltu a Chyrhaeddiad Ymgynghorydd Cefnogi Ysgolion Swyddog Arweiniol Corfforaethol Addysg a Dysgu gydol Oes
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	Mae diogelu ac amddiffyn plant yn flaenoriaethau allweddol i ni. Ein nod yw cefnogi plant a phobl ifanc bregus er mwyn sicrhau eu bod mor ddiogel â phosibl. Rydym ni a'n sefydliadau addysgiadol yn cydnabod bod plant a phobl ifanc a'r hawl i gael eu hamddiffyn a byddwn yn cymryd camau i ddiogelu'u lles. Disgwylir i bob aelod staff a gwirfoddolwr rannu'r ymrwymiad hwn a byddwn yn gofyn am Wiriad Manylach y Gwasanaeth Datgelu a Gwahardd (DBS), sef y CRB gynt.
Dyletswyddau a chyfrifoldebau	

Arweinyddiaeth a Rheolaeth:

- Gweithredu fel Pennaeth yn gyfrifol am y UCD, gan ddarparu arweiniad strategol a chefnogaeth ar gyfer cefnogi ymddygiad mewn ysgolion.
- Bod yn rheolwr llinell ar gyfer aelodau staff penodol, gan sicrhau goruchwyliaeth a datblygiad effeithiol.
- Cydweithio'n agos gyda'r Tîm Ymgysylltu a Chyrhaeddiad, Cynhwysiant, a'r Gwasanaeth Ieuencid, gan gyfrannu at ymdrechion y Tîm Gwella Ysgolion ym maes ymddygiad.
- Cyfrannu a gweithio gyda'i gilydd ar feysydd ymddygiad ar draws yr Awdurdod, gan sicrhau arferion cyson ac effeithiol.

Arweinyddiaeth Addysgol:

- Gweithredu'r weledigaeth ar gyfer yr UCD, gan sicrhau llwyddiant i bob disgybl a hwyluso eu hailintegreiddio i addysg brif ffrwd.
- Darparu cyngor, arweiniad, a chefnogaeth i ysgolion a sefydliadau ar ymddygiad a lles.
- Cynnal cyfarfodydd ymddygiad a lles mewnol, gan gyrraedd casgliadau a chyfathrebu'r canfyddiadau i'r Rheolwr Llinell.

- Casglu a dadansoddi data sy'n ymwneud â chynnydd dysgwyr, fframweithiau cwricwlwm, a phrofion cenedlaethol, gan ddefnyddio'r wybodaeth hon i lywio penderfyniadau strategol.
- Arwain, gyda chymorth yr adran gyllid, ar sicrhau'r gwerth gorau am y gyllideb a ddosberthir i'r maes.
- Sicrhau cyfathrebu cyson a phroffesiynol, gan arwain at ddarparu gwasanaeth effeithiol a chydgysylltiedig.

Ymgymryd ag unrhyw ddyletswyddau eraill a ystyrir gan y Swyddog Arweiniol Corfforaethol: Ysgolion, Dygol Gydol Oes a Diwylliant i fod yn gymesur â'r raddfa gyflog.

Cyfeirnod at Ddibenion Gwerthuso Swyddi

Manyleb Person

Hanfodol

Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	- Addysg hyd at lefel gradd neu gyfatebol - Statws Athro Cymwys / profiad dysgu a phrofiad arweinyddol. - Cymwyster CPCP		
Sgiliau Ieithyddol Cymraeg	Gwranddo/Siarad: Darllen: Ysgrifennu:	Lefel 5 Lefel 4 Lefel 4	Rhaid cwrdd a'r sgiliau ieithyddol Cymraeg a nodwyd o fewn dwy flynedd i benodiad.
Sgiliau Ieithyddol Saesneg	Gwranddo/Siarad: Darllen: Ysgrifennu:	Lefel 5 Lefel 5 Lefel 5	Rhaid cwrdd a'r sgiliau ieithyddol Saesneg a nodwyd ar apwyntiad
Sgiliau Ymarferol / Personol	Pedagoleg: - Dangos dealltwriaeth ddofn o strategaethau addysgu effeithiol wedi'u teilwra i anghenion disgyblion mewn lleoliad UCD - Gweithredu dulliau addysgu arloesol i ymgysylltu â chefnogi myfyrwyr ag anghenion dysgu amrywiol. Dysgu Proffesiynol: - Ymroddiad i ddatblygiad proffesiynol parhaus a chadw'n gyfredol gyda'r ymchwil addysgol a'r arferion diweddaraf. - Annog a hwyluso cyfleoedd dysgu proffesiynol i staff. Cydweithredu: - Meithrin amgylchedd cydweithredol ymhlith staff, disgyblion, rhieni, ac asiantaethau allanol. - Adeiladu partneriaethau cryf gyda ysgolion lleol, sefydliadau cymunedol, ac awdurdodau addysgol. - Sgiliau cydweithredu da gyda ysgolion a chydweithwyr. - Y gallu i ddylanwadu a negodi, gan sicrhau hygyrdded gyda phartneriaid ac asiantaethau. Arweinyddiaeth: - Darparu arweinyddiaeth weledigaethol i ysbrydoli a chymell staff a disgyblion. - Datblygu a gweithredu cynlluniau strategol i wella canlyniadau addysgol a pherfformiad cyffredinol yr ysgol. - Y gallu i weithio mewn dull egniol, brwdfrydig, ac hyderus wrth gyflawni canlyniadau. - Meddwl dadansoddol a chydlynol, gyda'r gallu i ddefnyddio'r sylfaen dystiolaeth i gefnogi datblygiadau gwasanaeth. - Arloesi: - Hyrwyddo diwylliant arloesi o fewn yr ysgol, gan annog atebion creadigol i heriau addysgol. - Defnyddio technoleg a dulliau addysgol modern i wella profiadau dysgu. - Defnyddio TGCh yn effeithiol, gan feddu ar sgiliau llythrennedd cyfrifiadurol a bysellfwrdd.		

	Sgiliau Trefnu a gweinyddol: • Dangos sgiliau trefnu ac weinyddol effeithiol i reoli gweithrediadau ysgol yn effeithlon. • Y gallu i weithio dan bwysau ac o fewn terfynau amser, gan reoli tasgau lluosog ar yr un pryd. • Cynnig cyngor ar wahanol agweddau a gweithio ar nifer o faterion ar yr un pryd o fewn terfynau amser tynn. • Y gallu i adnabod ac ymateb i sefyllfaoedd sensitif.
Profiad Hanfodol	Addysgu ac Arweinyddiaeth: • Profiad profedig fel athro rhagorol. • Profiad blaenorol o weithio'n llwyddiannus mewn ysgol, Gwasanaeth Addysg, neu Wasanaeth Cyhoeddus. • Profiad o arwain gwelliannau mewn ysgol, Addysg, Awdurdod Lleol, neu leoliadau Gwasanaeth Cyhoeddus. Gwella Canlyniadau ar gyfer Disgyblion: • Profiad o weithio o fewn ysgol ac arwain gwelliannau i wella canlyniadau ar gyfer disgyblion gydg anhawsterau • Dealltwriaeth o strategaethau sy'n gwella canlyniadau addysgol ysgol gyfan ar gyfer grwpiau diamddiffyn o ddisgyblion. Rheoli Prosiectau a Newid: • Profiad o gynhyrchu a chreu Cynlluniau Busnes/Datblygu. • Profiad o reoli newid ac arwain timau'n llwyddiannus. • Profiad o reoli prosiectau o fewn terfynau amser a chyllidebau. Dadansoddi Data ac Adrodd: • Profiad o ddadansoddi a chyflwyno amrywiaeth eang o ddata perfformiad. • Profiad o baratoi adroddiadau ar gyfer gwahanol ddibenion. • Profiad o rannu arfer da gyda eraill.
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	• Parodrwydd i fynychu cyrsiau fel y bo'n ofynnol. • Tystiolaeth o ddatblygiad proffesiynol parhaus.

Dymunol	
Cymwysterau / Hyfforddiant	• Dealltwriaeth gadarn o Anghenion Dysgu Ychwanegol (ADY) ac Cynhwysiant • Parodrwydd I fynychu cyrsiau yn ôl yr angen • Gwybodaeth gyfredol a chyfoes o'r dulliau addysgu a dysgu mwyaf effeithiol. • Dealltwriaeth o ofynion statudol • Dealltwriaeth o ofynion statudol a'r datblygiadau diweddaraf mewn addysg, a'u goblygiadau i ysgolion Ceredigion. • Arbenigedd mewn pynciau craidd ac/neu meysydd blaenoriaeth yr awdurdod. • Y gallu i gyfrannu at waith thematig penodol o fewn y Gwasanaethau Dysgu.
Sgiliau Ymarferol / Personol	

Job Description

Post Name	Headteacher – Ceredigion Pupil Referral Unit
Service	Schools Service
Grade	Leadership Teacher Pay Scale
Spinal Point/s	Grade 6 - 12
Salary	£57,304 - £66,430 per annum
Job Purpose	Lead the Pupil Referral Unit (PRU) and support the Behavior Service in Ceredigion
Contractual Work Location/Base	Canolfan Aeron, Aberaeron
Hours of Work	Teachers Pay and conditions
Type of Contract	Full-time
Contract Duration	Secondment
Line Managers Job Title	Corporate Manager Attainment and Engagement
Supervisory/Managerial Responsibilities	Yes
Accountability	Corporate Manager Attainment and Engagement School Support Adviser Corporate Lead Officer for Education and Lifelong Learning.
Contractual Terms Associated with the Post	Safeguarding and child protection are key priorities for us. We aim to support vulnerable children and young people to ensure they are as safe as they can possibly be. We and our educational establishments acknowledge that children and young people have a right to protection and will take action to safeguard their welfare. Each member of staff and volunteer is expected to share this commitment, and we will require an Enhanced Check by the Disclosure and Barring Service (DBS), formerly CRB.

Duties and Responsibilities

Leadership and Management:

- Act as Head responsible for the PRU, providing strategic leadership and support for behaviour support in schools.
- Be a line manager for specific staff members, ensuring effective supervision and development.
- Work closely with the Engagement and Attainment Team, Inclusion, and the Youth Service, contributing to the School Improvement Team's efforts in the field of behaviour.
- Contribute and collaborate on behaviour areas across the Authority, ensuring consistent and effective practices.

Educational Leadership:

- Implement the vision for the PRU, ensuring success for every pupil and facilitating their reintegration into mainstream education.
- Provide advice, guidance, and support to schools and organizations on behaviour and wellbeing.

- Hold internal behaviour and wellbeing meetings, reaching conclusions and communicating findings to the Line Manager.
- Collect and analyse data related to learner progress, curriculum frameworks, and national tests.
- Lead, with support from the finance department, on ensuring best value for the budget allocated to the area.
- Ensure consistent and professional communication, leading to effective and coordinated service delivery.
- Undertake any other duties considered by the Corporate Lead Officer, Schools, Lifelong Learning & Culture to be commensurate with the grade.

Job Evaluation Post Ref	
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Person Specification

Essential		
Academic / Professional / Technical / Vocational Qualifications	- Educated to degree level or equivalent - Qualified Teacher Status and previous teaching/ leadership experience. - NPQH qualification	
Welsh Linguistic Skills	Listening/Speaking: Level 5 Reading: Level 4 Writing: Level 4	The Welsh linguistic skills noted must be attained within two years of appointment.
English Linguistic Skills	Listening/Speaking: Level 5 Reading: Level 5 Writing: Level 5	The English linguistic skills noted are required on appointment
Practical and personal skills	Pedagogy: - Demonstrate a deep understanding of effective teaching strategies tailored to the needs of pupils in a PRU setting. - Implement innovative teaching methods to engage and support students with diverse learning needs. Professional Learning: - Commitment to continuous professional development and staying up to date with educational research and latest practices. - Encourage and facilitate professional learning opportunities for staff. Collaboration: - Foster a collaborative environment among staff, pupils, parents, and external agencies. - Build strong partnerships with local schools, community organisations, and educational authorities. - Good collaborative skills with schools and colleagues. - Ability to influence and negotiate, ensuring credibility with partners and agencies. Leadership: - Provide visionary leadership to inspire and motivate staff and pupils. - Develop and implement strategic plans to improve educational outcomes and overall school performance. - Ability to work energetically, enthusiastically, and confidently to achieve results. - Analytical and coherent thinking, with the ability to use evidence to support service developments. Innovation:	

	• Promote a culture of innovation within the school, encouraging creative solutions to educational challenges. • Use modern technology and educational approaches to enhance learning experiences. • Use ICT effectively, with computer literacy and keyboard skills Organisational and Administrative Skills: • Demonstrate effective organisational and administrative skills to manage school operations efficiently. • Ability to work under pressure and within deadlines, managing multiple tasks simultaneously. • Provide advice on various aspects and work on several issues simultaneously within tight deadlines. • Ability to identify and respond to sensitive situations.
Required Experience	Teaching and Leadership: • Proven experience as an excellent teacher. • Previous experience working successfully in a school, Education Service, or Public Service. • Experience leading improvements in a school, Education, Local Authority, or Public Service settings. Improving Outcomes for Pupils: • Experience working within a school and leading improvements to enhance outcomes for pupils with difficulties. • Understanding of strategies that improve whole-school educational outcomes for vulnerable groups of pupils. Project and Change Management: • Experience producing and creating Business/Development Plans. • Experience managing change and successfully leading teams. • Experience managing projects within timeframes and budgets. Data Analysis and Reporting: • Experience analysing and presenting a wide range of performance data. • Experience preparing reports for various purposes. • Experience of sharing good practice with others.
Training/education required to be undertaken for the post/worked towards	• The willingness to attend courses as required • Evidence of continuing professional development

Desirable	
Qualifications / Training	• Good understanding of ALN and Inclusion • The willingness to attend courses as required • Current and contemporary knowledge of the most effective teaching and learning methods • Understanding of statutory requirements • Understanding of the latest developments in education, and their implications for Ceredigion schools. • Expertise in the core subjects and / or in priority areas of the Authority • Ability to contribute to specific thematic work within the Learning Services
Practical / Personal Skills	