

Disgrifiad Swydd

Teitl y Swydd	Athro/Athrawes Saesneg
Cyfeirnod at Ddibenion Gwerthuso Swyddi	POS16418
Maes Gwasanaeth	Addysg
Graddfa SCP a Chyflog (yn amodol ar Werthuso Swyddi)	Prif Raddfa Cyflog
Diben y Swydd	Addysgu
Lleoliad	Ysgol Gyfun Aberaeron
Oriau Gwaith	Llawn Amser
Math o Contract	Llawn amser
Hyd y Contract	Parhaol
Teitl swydd y Rheolwr Llinell Uniongyrchol	Pennaeth yr Adran Saesneg
Cyfrifoldebau Goruchwyllo / Rheoli – os ydyw'n berthnasol	
Dyletswyddau a chyfrifoldebau	<ul style="list-style-type: none"> • Bydd yr Athro Pwnc yn ysgogi disgyblion trwy addysgu brwdfrydig er mwyn sicrhau profiadau dysgu da, a gwella safonau. • Yn paratoi gwersi'n ofalus, o ran nod ac amcanion, deunydd, adnoddau a chyflwyniad. • Yn sefydlu trefn a disgyblaeth o fewn y dosbarth. • Yn dewis dulliau addysgu a dysgu priodol yn seiliedig ar egwyddorion Asesu ar Gyfer Dysgu a fydd yn ysgogi a chynnal cymhelliant a diddordeb yr unigolyn. • Yn sicrhau bod y broses o asesu yn rhan annatod o'r addysgu a'r dysgu. • Cwblhau Adroddiad Interim ac Adroddiad Llawn a mynychu Nosweithiau Rhieni er mwyn adrodd ar gynnydd i rieni/warcheidwaid. • Asesu agwedd y disgybl at waith yn y gwersi o dan y penawdau:

	<ul style="list-style-type: none"> - ymdrech - cyflwyniad gwaith - a chwblhau a threfnu tasgau <ul style="list-style-type: none"> • Cadw cofnod parhaol o asesiadau a chofnodi cynnydd disgybl ar adegau penodol, a nodi a delio gyda thangyflawnwyr yn unol â Pholisi Adran/Ysgol. • Esbonio'r cynllun asesu sydd yn cael ei ddefnyddio yn y pwnc. • Annog y disgyblion i gymryd rhan yn y broses o hunanasesu • Yn cadw cofnodion priodol o gynnydd pob disgybl unigol. • Yn cynnal disgwyliadau uchel priodol yng nghyd-destun gallu a thalentau'r disgybl unigol. • Yn ymgyswddo'n llwyr â Llawlyfr yr Adran a pholisïau ysgol gyfan a gweithredu yn unol â'u cynnwys. • Yn cyfrannu i gyfarfodydd adran. • Yn cyfrannu i waith datblygiadol yr adran (taflenni, unedau gwaith, polisïau, cynlluniau ac ati). • Yn hybu unrhyw weithgareddau allgyrsiol sy'n gysylltiedig â'r pwnc. • Yn cymryd meddiant o'i ddatblygiad proffesiynol parhaus ei hun, a rhoi blaenoriaeth uchel iddo gan gynnwys cymryd rhan yn y broses o Reoli Perfformiad. • Yn cyflawni unrhyw ddyletswyddau rhesymol eraill sy'n ymwneud â gwaith yr adran y mae'r Pennaeth Adran yn eu hystyried yn angenrheidiol o bryd i'w gilydd.
Atebolrwydd	Atebol i'r Pennaeth Saesneg, Y Pennaeth a'r corff llywodraethol

Manyleb Person

<p>Y cymwysterau academaidd/proffesiynol/technegol/galwedigaethol (gan gynnwys Lefel y cymwysterau sy'n ofynnol ar gyfer y swydd)</p>	<p>Cymhwyster PGCE</p> <p>Gradd berthnasol</p>			
<p>Lefel y sgiliau ieithyddol sy'n ofynnol ar gyfer y swydd</p> <p>(Gweler y canllawiau iaith a'r ceri net)</p>	<p>Gweler y tabl isod.</p> <p><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></p>			
	Gwrando/ Siarad	Darllen	Ysgrifennu	
Saesneg (Lefelau Fframwaith ALTE)	5	5	5	Hanfodol
Cymraeg (Lefelau Fframwaith ALTE)	1	1	1	Hanfodol*
<p>Sgiliau ymarferol/personol sy'n ofynnol ar gyfer y swydd</p>	<ul style="list-style-type: none"> • Y gallu i gyfathrebu (ar lafar ac yn ysgrifenedig) yn y Saesneg. • Y gallu i weithio a gwneud penderfyniadau yn annibynnol • Y gallu i weithio'n effeithiol fel aelod o dîm • Defnydd effeithiol o TGCh i gefnogi dysgu. • Sgiliau rhifedd/llythrennedd da. • Dealltwriaeth o bolisiâu/codau ymarfer perthnasol ac ymwybyddiaeth o ddeddfwriaeth berthnasol. • Dealltwriaeth gyffredinol o gwricwlwm cenedlaethol i Gymru /strategaethau dysgu sylfaenol eraill. • Dealltwriaeth o ddatblygiad a dysgu plant. • Y gallu i hunan-werthuso anghenion dysgu a mynd ati i chwilio am gyfleoedd dysgu. • Y gallu i berthnasu'n dda â phlant ac oedolion. • Gweithio'n adeiladol ac yn hyblyg fel rhan o dîm, gan ddeall rolau a chyfrifoldebau ystafell ddosbarth a'ch safle chi o fewn y rhain. • Gallu cyfathrebu'n effeithiol gyda rhieni, disgyblion a staff yr ysgol. • Gallu cyfathrebu'n effeithiol gyda rhieni ac asiantaethau allanol. 			

<p>Profiad sy'n ofynnol ar gyfer y swydd</p>	<ul style="list-style-type: none"> • Tystiolaeth o fod yn athro dosbarth da i ragorol • Tystiolaeth o fod yn diwtor ffurflen ardderchog • Tystiolaeth o fonitro cynnydd myfyrwyr ac addysgu a dysgu • Profiad helaeth o lenyddiaeth Saesneg a'r gallu i esbonio testunau a'r cyd-destun y cawsant eu hysgrifennu i ddisgyblion, sy'n briodol i'w hoedran a'u gallu.
<p>Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd</p>	<ul style="list-style-type: none"> • Hyfforddiant yn y strategaethau dysgu perthnasol e.e. Llenyddiaeth • Hyfforddiant/hyfforddiant cymorth cyntaf fel y bo'n briodol. • Gwybodaeth gyfredol am Gwricwlwm i Gymru • Gwybodaeth am brosesau a gofynion arholiadau Saesneg a Llenyddiaeth Saesneg ar gyfer TGAU a Safon Uwch
<p>Sgiliau/cymwysterau dymunol</p>	

Job Description

Post Name	Teacher of English
Job Evaluation Post No	POS16418
Service Area	Education
Grade SCP and salary – subject to Job Evaluation	Main Teacher Pay Scale
Job Purpose	Teaching
Location	Ysgol Gyfun Aberaeron
Hours of Work	Full Time
Type of Contract	Full time
Length of Contract	Permanent
Immediate Line Managers job title	Head of the English Department
Supervisory/Managerial responsibilities – if applicable	
Duties and responsibilities	<ul style="list-style-type: none"> • The Subject Teacher should be able to motivate pupils through enthusiastic teaching, securing positive learning outcomes and improving pupils' performance. • To prepare lessons carefully bearing in mind lesson aims and objectives, available resources, teaching materials and presentation methods. • To establish and maintain order and discipline in the classroom. • To select teaching and learning methods based on the principles of AfL that will motivate and sustain pupils' interest and enthusiasm. • To ensure that assessment procedures are an integral part of teaching and learning.

	<ul style="list-style-type: none"> • To inform parents/guardians of academic progress through Interim/Full Reports and Parents' Evenings • To assess individual pupils' attitude to work under the headings <ul style="list-style-type: none"> - Effort - Presentation - Completion and organisation of tasks • To keep a continuous record of pupils' assessments and to record pupils' progress at specific times, noting and dealing with under-achievement in accordance with departmental policy. • To explain the assessment policy used by the department. • To encourage pupil self-assessment. • To record appropriately individual pupil progress • To sustain high but realistic expectations in the context of the individual pupil's ability and talents. • To familiarize yourself with the content of the Departmental Handbook and with whole school policies and to act in accordance with their requirements. • To contribute to departmental meetings. • To contribute to the department's developmental work (worksheets, teaching modules, policies, plans etc.) • To support extra-curricular activities connected to the subject. • To take charge of your own continuous professional development, giving it a high priority, including participating in the school's Performance Management process. • To undertake any further reasonable duties from time to time within the department which the Head of Department considers necessary.
Accountability	To the Head of the English department, Head Teacher and Board of Governors

Person Specification

The Academic / professional / Technical / vocational qualifications (including qualification Level) required for the post	PGCE Relevant degree			
Linguistic skills level required for the post (Please refer to guidance on certification)	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)	1	1	1	Essential*
Practical/personal skills required for the post	<ul style="list-style-type: none"> • Ability to communicate (orally and in writing) to the highest standards in English • Ability to work and make decisions independently • Ability to work effectively as a member of a team • Effective use of ICT to support learning. • Good numeracy/literacy skills. • Understanding of relevant policies/codes of practice and awareness of relevant legislation. • Good understanding of Curriculum for Wales • Understanding of child development and learning. • Ability to self-evaluate learning needs and actively seek learning opportunities. • Ability to relate well to children and adults. • Work constructively and flexibly as part of a team, understanding classroom roles and responsibilities and your own position within these. • To be able to effectively communicate with parents, pupils and school staff. • To be able to effectively communicate with parents and outside agencies. 			
Experience required for the post	<ul style="list-style-type: none"> • Evidence of being a good to outstanding classroom teacher • Evidence of being an excellent form tutor • Evidence of monitoring student progress and teaching and learning 			

	<ul style="list-style-type: none"> • Extensive experience of English literature and an ability to explain texts and the context in which they were written to pupils, appropriate to their age and ability.
<p>Training/education required to be undertaken for the post/worked towards</p>	<ul style="list-style-type: none"> • Training in the relevant learning strategies e.g. literacy • Up-to-date knowledge of Curriculum for Wales • Knowledge of English and English literature examination processes and requirements for GCSE and A-level
<p>Desirable Skills/Qualifications</p>	