

Disgrifiad Swydd

Teitl y Swydd	Athro / Athrawes
Cyfeirnod at Ddibenion Gwerthuso Swyddi	
Maes Gwasanaeth	Addysg / Ysgolion
Graddfa SCP a Chyflog (yn amodol ar Werthuso Swyddi)	Prif Raddfa Gyflog
Diben y Swydd	Addysgu
Lleoliad	Ysgol Gymunedol Rhydypennau
Oriau Gwaith	Llawn Amser
Math o Contract	Mamolaeth – dros dro
Hyd y Contract	Mamolaeth
Teitl swydd y Rheolwr Llinell Uniongyrchol	Pennaeth
Cyfrifoldebau Goruchwyllo / Rheoli – os ydyw'n berthnasol	• Yn barod i weithio fel rhan o dîm, gan weithredu ar unrhyw ofynion rhesymol ar gais y Pennaeth yn unol â thelerau lefel y swydd hon • Yn rhannu a gweithio tuag at weledigaeth a rennir ar gyfer datblygu'r ysgol hon sydd wedi ei hen sefydlu, ac sy'n rhoi lle canolog i'r gymuned • Yn hyrwyddo safonau cyflawniad uchel i bawb • Yn dyrannu gwaith i staff mewn modd sy'n gyson ag amodau eu cyflogaeth, gan gynnal cydbwysedd rhesymol yn y dyletswyddau a ddisgwyllir ohonynt; • Yn sicrhau bod gan cynorthwyyr addysgu wybodaeth ddigonol ar gyfer cyflawni eu dyletswyddau mewn modd gwrthrychol; • Yn ymgynghori a chynnig cyngor adeiladol i'r Pennaeth mewn meysydd a fyddai'n fanteisiol i'r ysgol • Yn darparu gwybodaeth gyfrinachol, ystyriol ar waith a pherfformiad staff pan fo'n berthnasol ar gyfer eu swydd nesaf • Yn darparu adroddiadau ffeithiol am ddisgyblion ar gais y Pennaeth
Dyletswyddau a chyfrifoldebau	Prif Gyfrifoldebau: 1. Ethos yr Ysgol ☐ Cynnal, a rhoi ar waith, gweledigaeth a nodau cytûn yr ysgol;

- ☐ Hybu lles y disgyblion bob amser;
- ☐ Hybu cyfle cyfartal o fewn amgylchedd dysgu sy'n gynhwysol;
- ☐ Sicrhau safon uchel o ofal corfforol ac emosiynol i bob disgybl;
- ☐ Ychwanegu at ddatblygiad moesol, ysbrydol, cymdeithasol a diwylliannol y disgyblion yn y dosbarth ac yn ystod y gwasanaethau ysgol;
- ☐ Hybu ymddygiad da a pharch y naill tuag at y llall ymhob rhan o'r ysgol; ceisio annog pob disgybl i arddel hunanddisgyblaeth; bod â disgwyliadau uchel o ymddygiad a chwarteisi'r holl ddisgyblion;
- ☐ Rhoi ar waith yr holl bolisiâu a gweithdrefnau ysgol-gyfan, yn enwedig y rheiny sy'n ymwneud ag Amddiffyn Plant;
- ☐ Hybu datblygiad y disgyblion yn yr iaith Gymraeg, a'u dealltwriaeth o Gymru, ei threftadaeth a'i diwylliant;
- ☐ Adrodd ar les, anghenion cymdeithasol a phersonol disgyblion unigol, alle bo'r angen, cydweithio ag asiantaethau allanol mewn ymgynghoriad â'r Pennaeth;
- ☐ Cydymffurfio â pholisiâu a chanllawiau'r ysgol ar bob adeg

2. Cynllunio

- ☐ Paratoi'r cynlluniau ar gyfer y cwricwlwm tymor canolig a thymor byr, gan gadw i fyny â gofynion y Cwricwlwm;
- ☐ Paratoi gwaith y disgyblion ar gyfer gweithgareddau safoni a chymedroli'n flynyddol
- ☐ Cynhyrchu cynlluniau gwersi wythnosol a gwerthuso cynnydd disgyblion;
- ☐ Cydnabod anghenion disgyblion ag Anghenion Dysgu Ychwanegol (ADY, Mwy Galluog a Thalentog a Sgiliau Sylfaenol) o fewn y cynlluniau gwersi wythnosol, a gwahaniaethu tasgau yn unol â hynny. Cysylltu'n rheolaidd â'r Cydlynedd ADY lle bo'n briodol.

3. Addysgu a Threfniadaeth y Dosbarth

- ☐ Cynllunio, paratoi a darparu gwersi a fydd yn diwallu anghenion holl ddisgyblion y dosbarth;
- ☐ Defnyddio technegau Asesu ar gyfer Dysgu i gyflwyno gwersi sy'n ysgogi ac sydd wedi'u canolbwyntio ar y plentyn.
- ☐ Creu amgylchedd positif, trefnus ac ysgogol yn y dosbarth lle bydd disgyblion yn cael eu herio a lle bydd disgwyl iddynt wneud eu gorau;

- ☐ Bod â disgwyliadau uchel o'r holl blant, a sicrhau eu bod yn ymwybodol o hyn;
- ☐ Cynllunio a defnyddio cymorth cynorthwyydd dosbarth er mwyn sicrhau bod anghenion y dysgwyr yn cael eu diwallu;
- ☐ Sicrhau bod disgyblion yn gyfarwydd ag arferion a chyfrifoldebau'r ystafell ddosbarth.
- ☐ Marcio gwaith yn rheolaidd, a darparu adborth adeiladol i'r disgyblion ar lafar ac ar bapur, fel y bo'n briodol;
- ☐ Sicrhau bod gwaith y plant yn cael ei arddangos i safon uchel;
- ☐ Gwneud defnydd effeithiol o adnoddau'r ystafell ddosbarth a sicrhau bod y plant yn eu defnyddio'n ofalus. Defnyddio cyfarpar yr ysgol yn ofalus a'i storio ar ôl ei ddefnyddio. Cadw'r ysgol a'r ystafelloedd dosbarth yn ddaclus ac yn drefnus; Sicrhau iechyd a diogelwch y plant pan fyddant yn y dosbarth, ar safle'r ysgol ac yn ystod gweithgareddau y tu allan i'r ysgol;
- ☐ Cadw cofnod dyddiol o bresenoldeb y disgyblion.

4. Asesu, Cofnodi ac Adrodd

- ☐ Defnyddio strategaethau Asesu ar gyfer Dysgu i roi gwybod i ddisgyblion am eu cynnydd parhaus, a'u helpu i osod targedau gwella personol;
- ☐ Cadw cofnodion effeithiol o gyrhaeddiad disgyblion gydol y tymor, a'u defnyddio i ddarparu gwybodaeth ar gyfer cynllunio;
- ☐ Asesu a chofnodi cynnydd a chyrhaeddiad disgyblion ar adegau priodol gydol y flwyddyn ysgol, a rhoi gwybod i'r Pennaeth am eu cyrhaeddiad fesul unigolyn;
- ☐ Darparu pob plentyn gyda lefel diwedd blwyddyn mewn pynciau craidd yn seiliedig ar asesiad ffurfiannol a ymgwymerwyd yn ystod y flwyddyn;
- ☐ Cynhyrchu adroddiad llawn i'r rhieni ar ddiwedd y flwyddyn.

5. Swyddogaethau a Chyfrifoldebau Ysgol-Gyfan

- ☐ Cynllunio gwersi'r dosbarth
- ☐ Cymryd rhan mewn cyfarfodydd staff/cyfnod sy'n ymwneud â datblygiad y cwricwlwm, datblygiad proffesiynol, gweinyddu, trefnu a materion bugeiliol;
- ☐ Arwain gwasanaethau/addoli ar y cyd i'r dosbarth a'r ysgol gyfan;
- ☐ Cefnogi gweithgareddau allgyrsiol.

6. Datblygiad Staff

- ☐ Bod yn gyfrifol am eich datblygiad proffesiynol parhaus trwy fynychu cyrsiau a chyfarfodydd HMS a chymryd rhan mewn prosiectau Cymunedau Dysgu Proffesiynol;
- ☐ Adolygu eich arferion eich hun mewn ymateb i newidiadau mewn addysgeg a datblygiadau mewn addysgu, dysgu ac asesu;
- ☐ Goruchwylio gwaith y cynorthwyywyr dysgu sydd wedi'u neilltuo

i'ch dosbarth.

7. Goruchwyliaeth a Gofal

- ☐ Cyflawni dyletswyddau goruchwyllo ar y buarth a dyletswyddau goruchwyllo eraill, fel y'u trefnir gan y Pennaeth a'r Dirprwy Bennaeth;
- ☐ Cydymffurfio â rheoliadau lechyd a Diogelwch (Gweler isod).

8. Cymuned Ehangach yr Ysgol

- ☐ Datblygu a chynnal perthnasoedd da gyda rhieni, llywodraethwyr a phob aelod o'r gymuned leol ac ehangach;
- ☐ Mynychu Nosweithiau Rhieni;

9. Oriau Gwaith.

- ☐ Bydd athrawon dosbarth amser llawn ar gael i weithio 195 diwrnod y flwyddyn, gyda 190 o'r rhain yn ddiwrnodau dysgu;
- ☐ Mae disgwyl i staff gyrraedd yr ysgol yn barod i baratoi adnoddau, i drafod â chydweithwyr eraill a staff cynorthwyol, i gael y newyddion diweddaraf ar ddigwyddiadau'r dydd, a hefyd i weld rhieni pe byddai'r angen yn codi.

10. Gofynion Gwirio'r Gwasanaeth Datgelu a Gwahardd (DBS)

- ☐ Oherwydd natur y gwaith sydd ynghlwm â'r swydd, bydd y swydd rydych yn ymgeisio amdani yn dod o dan y Gorchymyn Deddf Adsefydlu Tramgwyddwyr 1974 (Eithriadau) 1975 (fel y'i diwygiwyd yn 2013) - Mae gan y swydd hon ofyniad am Wiriad Manylach y DBS. Mae'r swydd hon yn cael ei chyfri'n weithgaredd rheoleiddiedig dan Ddeddf Diogelu Grwpiau Hyglwyf 2006 fel y'i diwygiwyd gan Ddeddf Diogelu Rhyddidau 2012, a bydd yn destun gwirio rhestr o'r bobl hynny sydd wedi'u gwahardd rhag gweithio gyda phlant.

11. Gwybodaeth am Lefel Cymhwysedd yn yr Iaith Gymraeg

- ☐ Mae'r gallu i gyfathrebu a dysgu trwy gyfrwng y Gymraeg yn hanfodol i'r swydd hon.

12. Gofynion Iechyd a Diogelwch

- ☐ Mynd i'r afael â pholisïau a threfniadau iechyd a diogelwch mewn dull rhagweithiol er mwyn sicrhau bod safonau uchel o arferion gwaith diogel yn cael eu cynnal.

13. Cyfle Cyfartal a Swydd Ddisgrifiadau

- ☐ Cadw at egwyddorion ac arferion cyfle cyfartal fel y nodir hwy ym Mholisi Cyfle Cyfartal y Cyngor

Atebolrwydd	Pennaeth

Job Description

Post Name	Teacher
Job Evaluation Post No	
Service Area	Education / Schools
Grade SCP and salary – subject to Job Evaluation	Main Pay Scale
Job Purpose	Teaching & Learning
Location	Ysgol Gymunedol Rhydypennau
Hours of Work	Full time
Type of Contract	Temporary (Maternity cover)
Length of Contract	Maternity Cover
Immediate Line Managers job title	Headteacher
Supervisory/Managerial responsibilities – if applicable	• Ready to work as part of a team, acting on any reasonable requirements at the request of the Headteacher in accordance with the terms of the level of this position • Shares and works towards a shared vision for the development of this well-established school that places the community at its heart • Promotes high standards of achievement for all • Allocates work to staff in a manner consistent with the conditions of their employment, maintaining a reasonable balance in the duties expected of them; • Ensures teaching assistants have adequate knowledge for the objective performance of their duties; • Consults and offers constructive advice to the Headteacher in areas that would benefit the school • Provides confidential, thoughtful information on staff work and performance when relevant for their next job • Provides factual reports of pupils at the request of the Headteacher
Duties and	Main Responsibilities:

responsibilities

1. School Ethos

- ☐ Maintain, and implement, the school's harmonious vision and goals;
- ☐ Always promote pupils' wellbeing;
- ☐ Promote equality of opportunity within an inclusive learning environment;
- ☐ Ensure a high standard of physical and emotional care for all pupils;
- ☐ Add to the moral, spiritual, social and cultural development of the pupils in class and during school assemblies;
- ☐ Promote good behaviour and mutual respect in all areas of the school; seek to encourage all pupils to take self-discipline; have high expectations of the conduct and courtesy of all pupils;
- ☐ Implement all school-wide policies and procedures, particularly those relating to Child Protection;
- ☐ Promote pupils' development in the Welsh language, and their understanding of Wales, its heritage and culture;
- ☐ Report on the welfare, social and personal needs of individual pupils, whereas, collaborate with external agencies in consultation with the Headteacher;
- ☐ Comply with school policies and guidelines at all times

2. Plan

- ☐ Prepare the plans for the medium and short term curriculum, keeping up with curriculum requirements;
- ☐ Preparing pupils' work for annual standardisation and moderation activities
- ☐ Produce weekly lesson plans and evaluate pupil progress;
- ☐ Recognise the needs of pupils with Additional Learning Needs (ALN, More Capable and Talented and Basic Skills) within the weekly lesson plans, and differentiate tasks accordingly. Contact the ALNCO regularly where appropriate.

3. Teaching and Organisation of the Class

- ☐ Plan, prepare and deliver lessons that will meet the needs of all pupils in the class;
- ☐ Use AfC techniques to deliver lessons that are stimulating and

child-focused.

- ☐ Create a positive, organised and stimulating classroom environment where pupils will be challenged and expected to do their best;
- ☐ Have high expectations of all children, and make sure they are aware of this;
- ☐ Plan and use classroom assistant support to ensure learners' needs are met;
- ☐ Ensure pupils are familiar with classroom practices and responsibilities.
- ☐ Mark work regularly, and provide constructive feedback to pupils both verbally and on paper, as appropriate;
- ☐ Ensure that children's work is displayed to a high standard;
- ☐ Make effective use of classroom resources and ensure that children use them carefully. Use school equipment carefully and store it after use. Keep the school and classrooms tidy and orderly; Ensure the health and safety of children while in class, on school premises and during out-of-school activities;
- ☐ Keep a daily record of pupil attendance.

4. Assessment, Recording and Reporting

- ☐ Use AfC strategies to inform pupils of their ongoing progress, and help them set personal improvement targets;
- ☐ Keep effective records of pupils' attainment throughout the term, and use them to provide information for planning;
- ☐ Assess and record pupils' progress and attainment at appropriate times throughout the school year, and inform the Headteacher of their attainment on an individual basis;
- ☐ Provide all children with year-end level in core subjects based on a formative assessment undertaken during the year;
- ☐ Produce a full report to parents at the end of the year.

5. School-wide Functions and Responsibilities

- ☐ Planning class lessons
- ☐ Participate in staff/period meetings relating to curriculum development, professional development, administration, organisation and pastoral matters;
- ☐ Lead joint services/worship for the district and school as a whole;
- ☐ Support extracurricular activities.

6. Staff Development

- ☐ Be responsible for your continuing professional development by attending HMS courses and meetings and participating in Professional Learning Communities projects;
- ☐ Review your own practices in response to changes in pedagogy and developments in teaching, learning and assessment;

- ☐ Supervise the work of the learning assistants assigned to your class.

7. Supervision and Care

- ☐ Perform yard supervision and other supervisory duties, as arranged by the Principal and Deputy Headteacher;
- ☐ Comply with Health and Safety regulations (See below).

8. The wider School Community

- ☐ Develop and maintain good relationships with parents, governors and all members of the local and wider community;
- ☐ Attend Parents' Evenings;

9. Working Hours.

- ☐ Full-time classroom teachers will be available to work 195 days a year, of which 190 are learning days;
- ☐ Staff are expected to arrive at the school ready to prepare resources, to discuss with other colleagues and support staff, to keep up to date with the day's events, and also to see parents should the need arise.

10. DBS Verification Requirements

- ☐ Due to the nature of the work involved, the post you are applying for will fall under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) - This position has a requirement for a DBS Enhanced Check. This position is counted as a regulated activity under the Protection of Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012, and will be subject to checking a list of those people banned from working with children.

11. Information about Level of Competence in the Welsh Language

- ☐ The ability to communicate and learn through the medium of Welsh is fundamental to this job.

12. Health and Safety Requirements

- ☐ Proactively address health and safety policies and arrangements to ensure that high standards of safe working practices are maintained.

13. Equal Opportunities and Job Descriptions

- ☐ Adhere to the principles and practices of equal opportunities as set out in the Council's Equal Opportunities Policy

Accountability	Headteacher

Manyleb Person

Y cymwysterau academaidd/proffesiynol/technegol/galwedigaethol (gan gynnwys Lefel y cymwysterau sy'n ofynnol ar gyfer y swydd)	- Statws Athro Cymwysedig - ALTE Lefel 5 mewn siarad, gwranddo, darllen ac ysgrifennu yn y Gymraeg a'r Saesneg			
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>			
	Gwranddo/ 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	- Athro / Athrawes ysbrydoledig a chryf, gyda'r gallu i ysbrydoli hyder ac ymddiriedaeth mewn disgyblion, rhieni, cydweithwyr a Llywodraethwyr. - Yn gallu ennyn diddordeb rhieni ac yn deall pwysigrwydd cynnal parch y naill i'r llall. - Sgiliau trefnu a rheoli ardderchog. - Yn gallu cyfathrebu â phawb yn ddiwahân, magu hyder ac ymddiriedaeth plant, rhieni, cydweithwyr a Llywodraethwyr. - Sgiliau ymgysylltu cryf gyda rhieni a dealltwriaeth o bwysigrwydd cynnal parch at eich gilydd - Sgiliau trefnu, rhyngpersonol a rheoli ardderchog. - Sgiliau cyfathrebu ardderchog ar bob lefel i bob rhanddeiliad			
Profiad sy'n ofynnol ar gyfer y swydd	- Statws Athro Cymwysedig - Wedi ymrwymo i gyfleoedd datblygiad proffesiynol parhaus			
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	- Hyfforddiant Amddiffyn Plant Lefel 1 (Gorfodol) - Modiwlau e-ddysgu – ar gais y Pennaeth			
Sgiliau/cymwysterau dymunol	- Profiad helaeth o addysgu yn y Cyfnod Sylfaen - Gwybodaeth a dealltwriaeth gref o egwyddorion y Cyfnod Sylfaen			

Person Specification

The Academic / professional / Technical / vocational qualifications (including qualification Level) required for the post	• Qualified Teacher Status • ALTE Level 5 in Welsh and English			
Linguistic skills level required for the post (Please refer to guidance on ceri net)	See table below. <i>*Note: The successful candidate <u>will be required</u> 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	-An inspiring and strong teacher, with the ability to inspire confidence and trust in pupils, parents, colleagues and Governors. -Be able to engage parents and understand the importance of maintaining mutual respect. -Excellent organisational and management skills. -Be able to communicate with everyone indiscriminately, build confidence and trust of children, parents, colleagues and Governors. -Strong parental engagement skills and understanding of the importance of maintaining mutual respect -Excellent organizational, interpersonal and management skills. Excellent communication skills at all levels for all stakeholders			
Experience required for the post	• Qualified Teacher Status • Committed to continuing professional development opportunities			
Training/education required to be undertaken for the post/worked towards	• Level 1 Child Protection Training (Mandatory) • E-learning modules – at the request of the Headteacher			
Desirable Skills/Qualifications	• Extensive experience of teaching at the Foundation Stage • Strong knowledge and understanding of Foundation Stage principles			