**Usk CiW Primary School**

Monmouth Road

Usk

Monmouthshire

NP15 1SE

**Believe, Achieve, Succeed**

**Headteacher**

**Required for:** January 1st, 2025 **Post ID:** L30220001

**Salary:** L15 – L21 (£67,794 – £78,547) **NOR:** 253 (Reception – Year 6)

There is something very special about Usk Church in Wales Primary. We are incredibly proud of our unique children, supportive parents, inspirational staff, forward-thinking governors and dedicated PTFA, where we all work collaboratively to make Usk a safe, happy and vibrant place to learn and thrive.

We are a Church in Wales school and our unique Christian character is woven into the fabric of all that we do, as is our school motto, "Believe, Achieve, Succeed". We have high expectations of ourselves and our children. The challenges we set show them that we believe they can achieve, instilling the confidence and ambition to succeed. Kindness and respect are mutually important within our school community and extend to the world around us.

Together, in partnership with parents and carers, we ensure our pupils gain the values, knowledge, skills and attitudes that will help them become resilient, motivated lifelong learners and responsible citizens of the future.

Usk Church in Wales Primary school is a Voluntary Controlled Primary School established in its current location in 1985. The school enjoys a good location on the edge of the town of Usk and is closely linked with the church and wider community.

The Governing Body of Usk Church in Wales Primary School wishes to appoint a Headteacher who is experienced and capable of providing leadership and inspiration to staff and pupils while maintaining positive relationships with colleagues, governors, parents and the community.

The successful candidate will be able to satisfy all role requirements including the expectations of the pupils and be able to continue to maintain and develop our school’s Christian vision and ethos.

We welcome applications from both existing headteachers and experienced senior leaders seeking their first headteacher appointment, who can bring the necessary skills, drive and enthusiasm to lead our school.

**Our staff are seeking a leader who:**

* Is an excellent communicator with staff, children, families and community;
* Is visible around school, approachable and interested in everyone and everything;
* Is an enthusiastic, inspirational and experienced leader with a clear vision for our school;
* Understands staff workload and is consistent fair and trustworthy in dealing with staff wellbeing;

**Our children would like a headteacher who is;** Welcoming, patient, confident, interesting, helpful, kind, firm and fair.

**We can offer the successful candidate:**

* An inclusive, warm, welcoming school with children who are happy and willing to learn
* An enthusiastic and talented staff, who work well as a team and are committed to achieving the best for all our children
* A committed, dynamic and ambitious Senior Leadership Team and Governing Body
* Highly professional staff who are enthusiastic, innovative and committed to supporting all children achieve their best.
* Supportive parents and carers, an active and willing PTFA and a high level of community engagement
* A strongly embedded Christian ethos, with excellent working partnerships with the wider community, the Church and the Diocese
* Excellent opportunities to develop professionally

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| **Post Title:**  **Contract type:** | HEADTEACHER  Permanent |
| **Post ID:** | L30220001 |
| **Grade:**  **Hours:** | Teachers’ Pay Scale Leadership L15 – L21  Full-time - 32.5 |
| **Salary:** | £67,794 – £78,547 per annum |
| **Location:** | Usk Church in Wales Primary School |
| **Start Date:**  **Work Pattern:**  **Disclosure and Barring Service (DBS) check:**  **Welsh Language:** | January 2025  Monday to Friday in accordance with the School Teachers’ Pay and Conditions Document  Appointment to this post is exempt from the Rehabilitation of Offenders Act and is subject to and Enhanced with Children Barred List Check  Welsh language skills are desirable |
| **Safeguarding:** | Child and Adult Protection are key priorities for the School and Council. We aim to support children and adults at risk to be as safe as they can and to fulfil their potential. You are responsible for playing your part in the well-being, safety and protection of children and adults at risk. You will have a responsibility to participate in training to the appropriate level of safeguarding and have a duty to fulfil your personal responsibilities for safeguarding. |

***Key dates***

**School visits:** Thursday, 12th September 9:30 am and 4:30 pm

*Please contact the school on 01291 673818 to arrange an appointment.*

**Closing date:** Friday, 20th September 2024 at 12 Noon

**1st Stage Shortlisting:** Wednesday, 25th September 2024

**Interview dates:** Thursday, 3rd October and Friday, 4th October 2024

**Should you require any further information regarding this post, please contact:**

**Mrs Hilary Baker, Chair of Governors, via email:** [**usk.primary@Monmouthshireschools.wales**](mailto:usk.primary@Monmouthshireschools.wales)

**Thank you for your interest in this post.**

**What else you need to know…Monmouthshire County Council values:**

* Our purpose is underpinned by a clear sense of who we are as an organisation. We expect people who work with us to share a strong value set and expect that these are evident in the ways in which we work and engage with our communities.
* Teamwork: We will work with you and our partners to support and inspire everyone to get involved. We will make the best of the ideas, and resources available to make sure we do the things that most positively impact our people and places.
* Openness: We are open and honest. People have the chance to be involved and tell us what matters.
* Flexibility: We are flexible, enabling delivery of the most effective and efficient services. This means a genuine commitment to working with everyone to embrace new ways of working.
* Fairness: We provide opportunities for people and communities to thrive. We will always try to treat everyone fairly and consistently.

• Kindness: We will show kindness to all those we work with, putting the importance of relationships and the connections we have with one another at the heart of all interactions.

**In addition:**

All employees are responsible for ensuring that they act at all times in a way that is consistent with Monmouthshire’s Equal Opportunities Policy in their own area of responsibility and in their general conduct.

Please note that we are not able to accept CVs.

**To apply for this post please complete an application form via:**

[**https://www.monmouthshire.gov.uk/jobs-employment/**](https://www.monmouthshire.gov.uk/jobs-employment/)

Applications may be submitted in Welsh, and an application submitted in Welsh will not be treated less favourably than an application submitted in English.

Appointment to this post is exempt from Rehabilitation of Offenders Act and is subject to an Enhanced Disclosure Check.

This post requires registration with the EWC - Education Workforce Council

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.

Monmouthshire County Council is an equal opportunities employer and welcomes applications from all sections of the community.

All posts are open to job-share unless stated otherwise.

Monmouthshire County Council operates a Smoke Free Workplace policy.

**Job Description**

## POST IDENTIFICATION

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| **Post Title:** | Headteacher |
| **Grade:** | Leadership L15-21 |
| **Directorate:** | Education |
| **Division:** | Schools |
| **Location:** | Usk Church in Wales Primary School, Monmouthshire |

### INTRODUCTION

This job description, within the context of a Church in Wales school, complements the standards, values and dispositions identified in the Professional Standards for Teaching and Leadership 2018. The Headteacher will align to, demonstrate and promote the overarching values and dispositions defined within the Professional Standards of:

1. Professional entitlement
2. Welsh language and culture
3. Rights of learners
4. Literacy, numeracy and digital competence
5. The professional learner
6. The system role

The post holder is required to undertake the professional responsibilities of a Headteacher as specified in the School Teachers’ Pay and Conditions Document.

### JOB PURPOSE

To develop a clear vision for the school, in partnership with all school stakeholders, demonstrating firstly a commitment to a Christian vision and Christian values and secondly, providing the professional leadership required to enable all staff to support learners achieve their full potential. This should be achieved in accordance with the policies of the governing body, and the priorities set out in Provincial, Diocesan, local and national education strategies.

### KEY AREAS

**Pedagogy**

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| 1. Be accountable for supporting the pedagogy of others by creating and sustaining the conditions to realise the four purposes for learners and achieve the best for them in terms of well-being, standards and progress. |
| 1. Be accountable for developing strategies, structures and systems, with all school stakeholders, to ensure that the school is working effectively towards the achievement of its Christian vision and sustained school improvement, to enable the achievement of the four purposes of learning, taking account of national, Provincial, Diocesan and local circumstances, policies and initiatives. |
| 1. Motivate and work with others to create and sustain a school ethos and learning environment that is essentially Christian and conducive to effective learning. |
| 1. Ensure the organisation and delivery of the curriculum and implementation of a range of pedagogic approaches within the school, to support high quality teaching and learning and the delivery of the curriculum in Wales. |
| 1. Ensure a consistent and continual school wide focus on learners’ wellbeing, experience and achievement, establishing a culture that values learners’ views in informing all stages of learning and school experience. |
| 1. Be responsible for the development of policies and practices, in collaboration with the relevant stakeholders, that promote the Welsh language and culture and develops learners’ bilingual skills as appropriate. |
| 1. Enable the development of the four purposes for learning through the creation of structures and systems that support planning and emphasise the disciplines of different areas of learning in context, to secure highly effective teaching and learning. |
| 1. Develop and implement effective systems to monitor and evaluate the impact of learning experiences and learners’ progress to bring about sustained improvement. |
| 1. Demonstrate accountability for learner wellbeing and outcomes by working with all relevant stakeholders to ensure the wellbeing and achievement of all learners is valued and evident throughout the school. |
| 1. Develop inclusive strategies, structures, policies and systems, in collaboration with relevant stakeholders, that enable all learners to gain full access to opportunities to achieve and ensure their individual learning needs are met. |
| 1. Promote and ensure equity in academic, vocational and experiential learning routes. |
| 1. Develop and articulate a coherent, understandable and accurate account of the school’s performance, to a range of external partners, including parents and governors, ensuring this incorporates learner wellbeing and progress. |
| 1. Manage the effective communication and implementation of recommendations arising from reports, including the outcomes of school self-evaluation and external inspection by Estyn and Section 50, in order to drive and sustain school improvement. |
| 1. Collaborate with all school stakeholders to build a school climate and learning culture which through its Christian ethos, reflects the richness and diversity of the school’s community, including Welsh Language and culture. |

*\* Contribute, as appropriate, to the teaching in the school.*

**Collaboration**

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| 1. Establish a climate of mutual support and effective collaboration both within and beyond the school to develop, enhance and share effective pedagogy. |
| 1. Establish a collaborative learning culture within the school and actively engage with other educational establishments in both the church school and non-church school context, to build effective learning communities. |
| 1. Promote and facilitate effective collaboration with employers, business, government, the church and other educational professionals to encourage innovative approaches and support and improve every day practice of the learning organisation. |
| 1. Establish and build partnerships within school and across schools, both church and non-church, to share best practice and support school improvement for mutual benefit in terms of high quality and flexible support to develop professional practice. |
| 1. Work with the governing body, so that it is able to meet its responsibilities in supporting effective learning and teaching and sustained school improvement. |
| 1. Welcome strong governance and actively support the governing body to understand its role and deliver its functions effectively in order to meet the school’s distinctive character. |
| 1. Establish effective and open relationships with parents, carers, the church and the wider local community to actively engage them with learners’ wellbeing, experience and progress and ensure the school plays a central role in the community and life of the local church. |
| 1. Build creative partnerships with the church that fosters the spiritual development of children and young people. |
| 1. Collaborate with other agencies, including the local authority and diocese in providing for wellbeing of learners and their families. |
| 1. Develop a school-wide commitment to continuous improvement and sustainable development through actively promoting and facilitating collaborative opportunities for all staff, accurately identifying areas of concern and taking appropriate action to support and secure improved performance. |

**Professional Learning**

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| 1. Create an environment in which professional learning is valued, has impact upon pedagogy and supports professional growth across the learning community within and beyond the school. |
| 1. Ensure sustained and focused professional learning for all staff, including self-framing professional growth within pedagogic practice, learner experiences and outcomes. |
| 1. Develop a culture that supports growth and leadership at all levels, for church and non-church schools, by developing and nurturing leadership potential in others, and contributing to opportunities available, to build the leadership capacity of the school. |
| 1. Establish professional networks and communities to enable the school to play an active role in the widest education community, including church and non-church schools, contributing to the training of future teachers and other adults who work with learners and developing practice orientated research. |

**Innovation**

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| 1. Coordinate innovation with all relevant stakeholders, to ensure the school embraces and benefits from evidence-based approaches to innovation aligned to the long-term vision for Wales. |
| 1. Establish a long-term programme of evidence-based approaches to innovation to meet challenges, manage change and take learning forward effectively to improve wellbeing and outcomes. |
| 1. Create a culture where expertise, experience and pedagogical practice is continually developed and shared within and across schools, in both church and non-church schools. |
| 1. Develop a culture where evidence derived from innovative practice is used to evaluate the impact of changes, both within and beyond the school community. |

**Leadership**

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| 1. Work with the school community to bring coherence, clarity and a shared commitment to realising the school’s Christian vision for pedagogy, learners, colleagues and the wider community in Wales. |
| 1. Work with the relevant stakeholders to ensure that strategic planning reflects the diversity, values, experience and Christian context of the school and the community at large. |
| 1. Ensure, with the support and input of the governing body, the school is compliant with all internal, Provincial, Diocesan, local and national policies. |
| 1. Create, through Christian distinctiveness, a culture in which others can grow professionally. |
| 1. Develop and nurture leadership potential in others, at all levels, to build the leadership capacity of the school and inspire future Church school leaders. |
| 1. Develop, empower and sustain effective individuals and teams through distributed leadership, encouraging reflective practice. |
| 1. Build effective networks to share professional knowledge, research and practical expertise that enables both the school and other schools to benefit through mutual collaboration. |

**Managing the school**

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| 1. Produce and implement clear, evidence-based improvement plans and polices for the development of the school, its Christian distinctiveness and its facilities, in collaboration with the relevant stakeholders. |
| 1. With the support of the governing body, manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations. |
| 1. Make effective use of the support and challenge provided by the local authority, regional consortium and Provincial and Diocesan authorities. |
| 1. Work with the governing body to manage the school’s financial and human resources effectively and efficiently to achieve the school’s Christian vision, education priorities and goals. |
| 1. Monitor, evaluate and review, in collaboration with the governing body, the range, quality and use of all available resources to improve the quality of education for all learners and to secure value for money. |
| 1. Work with the relevant stakeholders to develop and and implement strategies that ensure a safe, calm and well-ordered environment for all learners and staff, focused on developing exemplary Christian behaviour in school and the wider community. Secure high standards of behaviour and attendance, resulting in successful conditions for learning. |

## PERSON SPECIFICATION

**S = Shortlisting criteria**

**Please note, shortlisting criteria may also be tested at assessment stage**

|  | **ESSENTIAL** | **DESIRABLE** |
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| **QUALIFICATION** | Qualified teacher status (S) 1  NPQH for new Headteacher (S) 2  Degree (S) 3  Current EWC registration (S) 4 | Further qualifications and/or professional studies relevant to the age-range. (S) 14 |
| **KNOWLEDGE and EXPERIENCE** | Significant recent experience as a Headteacher or Deputy Headteacher of a: Primary School (S) 5  Understanding of the school’s distinctive Christian character and the requirement of Collective Worship and Religious Education to be central to the life of the school.  Proven success in a range of strategic roles including, self-evaluation, data analysis and school improvement planning (S) 6  Knowledge and understanding of the current Welsh Educational context and the National Mission (S) 7  Knowledge of best practice and procedures for safeguarding children and young people  Proven experience of monitoring, evaluating and reviewing performance in order to raise achievement for all groups of pupils.  Up-to-date knowledge and understanding of what constitutes excellent teaching and learning and how to implement it (S) 8  Knowledge of effective strategies and procedures relating to professional learning and performance review.  Successful experience of managing change  Experience of building effective relationships with governors, parents and the wider community (S) 9  A developed understanding of the legislative framework including the governance of a VC school.  Experience of providing leadership in Collective Worship. | Experience of health and safety management |
| **SKILLS** | Ability to articulate and communicate a clear vision of high quality educational provision for the school as well as promote the distinctive Christian character of the school. (S) 10  Strategic management ability including staff, financial and material resources and planning (S) 11  Ability to lead, manage and motivate staff and pupils to achieve high standards  Successful experience of providing for pupils with additional learning needs.  Ability to build a strong network of collaborative relationships and partnerships with the Governing Body, the Local Authority, Diocese and local church, other schools, education professions and appropriate external organisations (S) 12  Ability to communicate and develop links effectively, both orally and in writing with a range of audiences. (S) 13  High level of personal skill in using and applying information and communication technology (ICT)  Good organisational abilities and ability to delegate. | Ability to foster links with other schools, locally, nationally and internationally in a Christian context. |
| **PERSONAL ATTRIBUTES** | A personal Christian commitment and involvement in a local church.  The ability to be resilient under pressure and to remain positive and enthusiastic.  A commitment to continuous professional learning for both self and others  A commitment to promote the wellbeing of all members of the school community, reflecting the Christian identity of the school.  A commitment to the promotion of the Welsh language and culture  Ability to demonstrate sound and balanced judgement, decisiveness and flexibility  Integrity, loyalty and sensitivity |  |
| **OTHER REQUIREMENTS** | This post is exempt from the Rehabilitation of Offenders Act (1974) and a comprehensive screening process will be undertaken on all applicants. This will include an enhanced with barred list check with the Disclosure and Barring Service. (DBS)  Understand and demonstrate a willingness to promote positively the equal opportunities policy of The Council and that of the Church in Wales. |  |

**Ysgol Gynradd Eglwys yng Nghymru Brynbuga**

Heol Trefynwy

Brynbuga

Sir Fynwy

NP15 1SE

**Credu, Cyflawni, Llwyddo**

**Pennaeth**

**Angen ar gyfer:** 1af Ionawr 2025 **Rhif Adnabod:** L30220001

**Cyflog:** L15 – L21 (£67,794 – £78,547) **Nifer ar y Gofrestr:** 253 (Derbyn – Bl 6)

Mae rhywbeth arbennig iawn am Ysgol Gynradd yr Eglwys yng Nghymru Brynbuga. Rydym yn hynod falch o’n plant unigryw, rhieni cefnogol, staff ysbrydoledig, llywodraethwyr blaengar a Chymdeithas Rhieni, Athrawon a Ffrindiau ymroddedig, lle rydym i gyd yn gweithio ar y cyd i wneud Brynbuga yn lle diogel, hapus a bywiog i ddysgu a ffynnu.

Rydym yn ysgol yr Eglwys yng Nghymru ac mae ein cymeriad Cristnogol unigryw wedi ei blethu i wead popeth a wnawn, fel y mae arwyddair ein hysgol, "Credu, Cyflawni, Llwyddo". Mae gennym ni ddisgwyliadau uchel ohonom ein hunain a’n plant. Mae'r heriau a osodwyd gennym yn dangos iddynt ein bod yn credu y gallant eu cyflawni, gan feithrin yr hyder a'r uchelgais i lwyddo. Mae caredigrwydd a pharch yn bwysig o fewn cymuned ein hysgol ac yn ymestyn i'r byd o'n cwmpas.

Gyda’n gilydd, mewn partneriaeth â rhieni a gofalwyr, rydym yn sicrhau bod ein disgyblion yn ennill y gwerthoedd, y wybodaeth, y sgiliau a’r agweddau a fydd yn eu helpu i ddod yn ddysgwyr gydol oes gwydn, llawn cymhelliant ac yn ddinasyddion cyfrifol y dyfodol.

Mae Ysgol Gynradd yr Eglwys yng Nghymru Brynbuga yn Ysgol Gynradd Wirfoddol a Reolir a sefydlwyd yn ei lleoliad presennol yn 1985. Mae’r ysgol yn mwynhau lleoliad da ar gyrion tref Brynbuga ac mae ganddi gysylltiad agos â’r eglwys a’r gymuned ehangach.

Mae Corff Llywodraethu Ysgol Gynradd yr Eglwys yng Nghymru Brynbuga yn dymuno penodi Pennaeth sy’n brofiadol ac yn gallu darparu arweinyddiaeth ac ysbrydoliaeth i staff a disgyblion tra’n cynnal perthynas gadarnhaol â chydweithwyr, llywodraethwyr, rhieni a’r gymuned.

Bydd yr ymgeisydd llwyddiannus yn gallu bodloni holl ofynion y rôl gan gynnwys disgwyliadau’r disgyblion ac yn gallu parhau i gynnal a datblygu gweledigaeth ac ethos Cristnogol ein hysgol.

Rydym yn croesawu ceisiadau gan Benaethiaid presennol ac uwch arweinwyr profiadol sy’n ceisio eu penodiad cyntaf fel Pennaeth, a all ddod â’r sgiliau, egni a brwdfrydedd angenrheidiol i arwain ein hysgol.

**Mae ein staff sydd yn chwilio am arweinydd sydd:**

* Yn gyfathrebwr ardderchog gyda staff, plant, teuluoedd a'r gymuned;
* Yn weladwy o gwmpas yr ysgol, yn hawdd mynd ato ac yn ymddiddori ym mhawb a phopeth;
* Yn arweinydd brwdfrydig, ysbrydoledig a phrofiadol gyda gweledigaeth glir ar gyfer ein hysgol;
* Yn deall llwyth gwaith staff ac yn gyson deg a dibynadwy wrth ymdrin â lles staff;

**Byddai ein plant yn hoffi Pennaeth sydd yn;** Croesawgar, amyneddgar, hyderus, diddorol, cymwynasgar, caredig, cadarn a theg.

**Gallwn gynnig yr ymgeisydd llwyddiannus:**

* Ysgol gynhwysol, gynnes, groesawgar gyda phlant sy'n hapus ac yn barod i ddysgu
* Staff brwdfrydig a thalentog, sy'n gweithio'n dda fel tîm ac sydd wedi ymrwymo i gyflawni'r gorau i'n holl blant
* Uwch Dîm Arwain a Chorff Llywodraethu ymroddedig, deinamig ac uchelgeisiol
* Staff hynod broffesiynol sy'n frwdfrydig, yn arloesol ac yn ymroddedig i gefnogi pob plentyn i gyflawni ei orau.
* Rhieni a gofalwyr cefnogol, Cymdeithas Rhieni, Athrawon a Ffrindiau gweithgar a pharod a lefel uchel o ymgysylltiad cymunedol
* Ethos Cristnogol sydd wedi gwreiddio'n gryf, gyda phartneriaethau gwaith rhagorol gyda'r gymuned ehangach, yr Eglwys a'r Esgobaeth
* Cyfleoedd gwych i ddatblygu'n broffesiynol

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| **Teitl y Rôl:**  **Math o Gontract:** | PENNAETH  Parhaol |
| **Rhif Adnabod y Rôl:** | L30220001 |
| **Gradd:**  **Oriau:** | Arweinyddiaeth Graddfa Gyflog Athrawon L15 – L21  Amser llawn - 32.5 |
| **Cyflog:** | £67,794 – £78,547 per annum |
| **Lleoliad:** | Ysgol Gynradd yr Eglwys yng Nghymru Brynbuga |
| **Dyddiad Dechrau:**  **Patrwm Gwaith:**  **Gwiriad gan y Gwasanaeth Datgelu a Gwahardd:**  **Sgiliau Iaith Gymraeg:** | Ionawr 2025  Dydd Llun i Ddydd Gwener yn unol â Dogfen Cyflog ac Amodau Athrawon Ysgol  Mae penodiad i'r swydd hon wedi'i eithrio o'r Ddeddf Adsefydlu Troseddwyr ac mae'n amodol ar Wiriad Rhestr Gwaharddedig Plant a Gwell gyda nhw.  Mae sgiliau iaith Gymraeg yn ddymunol |
| **Diogelu:** | Mae Diogelu Plant ac Oedolion yn flaenoriaethau allweddol i'r Ysgol a'r Cyngor. Ein nod yw cefnogi plant ac oedolion sydd mewn perygl i fod mor ddiogel ag y gallant ac i gyflawni eu potensial. Chi sy'n gyfrifol am chwarae eich rhan yng ngwaith lles, diogelu ac amddiffyn plant ac oedolion sydd mewn perygl. Bydd gennych gyfrifoldeb i gymryd rhan mewn hyfforddiant i'r lefel briodol o ddiogelu ac mae gennych ddyletswydd i gyflawni eich cyfrifoldebau personol o ran diogelu. |

***Dyddiadau Allweddol***

**Ymweld â’r ysgol:** Dydd Iau, 12 Medi 9:30 am a 4:30 pm

*Cysylltwch â'r ysgol ar 01291 673818 i drefnu apwyntiad.*

**Dyddiad cau:** Dydd Gwener, 20 Medi 2024 am 12pm

**Cam Cyntaf ar gyfer Llunio’r Rhestr Fer:** Dydd Mercher, 25 Medi 2024

**Dyddiadau cyfweld:** Dydd Iau, 3ydd Hydref a Dydd Gwener, 4ydd Hydref 2024

**Os oes angen rhagor o wybodaeth arnoch am y swydd hon, cysylltwch â:**

**Mrs Hilary Baker, Cadeirydd y Llywodraethwyr, ar e-bost:** [**usk.primary@Monmouthshireschools.wales**](mailto:usk.primary@Monmouthshireschools.wales)

**Diolch am eich diddordeb yn y rôl hon.**

**Beth arall sydd angen i chi wybod - gwerthoedd Cyngor Sir Fynwy:**

• Mae ein diben yn seiliedig ar ymdeimlad clir o bwy ydym ni fel sefydliad. Rydym yn disgwyl i bobl sy'n gweithio gyda ni rannu set gwerth cryf a disgwyl bod y rhain yn amlwg yn y ffyrdd yr ydym yn gweithio ac yn ymgysylltu â'n cymunedau.

• Gwaith Tîm: Byddwn yn gweithio gyda chi a'n partneriaid i gefnogi ac ysbrydoli pawb i gymryd rhan. Byddwn yn gwneud y gorau o'r syniadau, a'r adnoddau sydd ar gael er mwyn sicrhau ein bod yn gwneud y pethau sy'n cael effaith fwyaf cadarnhaol ar ein pobl a'n lleoedd.

• Bod yn agored: Rydym yn agored ac yn onest. Mae pobl yn cael y cyfle i gymryd rhan a dweud wrthym beth sy'n bwysig.

• Hyblygrwydd: Rydym yn hyblyg er mwyn gallu darparu'r gwasanaethau mwyaf effeithiol ac effeithlon. Mae hyn yn golygu ymrwymiad gwirioneddol i weithio gyda phawb i gofleidio ffyrdd newydd o weithio.

• Tegwch: Rydym yn darparu cyfleoedd i bobl a chymunedau ffynnu. Byddwn bob amser yn ceisio trin pawb yn deg ac yn gyson.

• Caredigrwydd: Byddwn yn dangos caredigrwydd i bawb yr ydym yn gweithio gyda nhw, gan roi pwysigrwydd perthnasoedd a'r cysylltiadau sydd gennym â'n gilydd wrth wraidd pob rhyngweithio.

Gofynnir i chi nodi na allwn dderbyn CVau.

I wneud cais am y swydd hon, cwblhewch ffurflen gais drwy ETeach:

[**https://www.monmouthshire.gov.uk/jobs-employment/**](https://www.monmouthshire.gov.uk/jobs-employment/)

Gellir cyflwyno ceisiadau yn y Gymraeg ac ni chaiff cais a gyflwynir yn y Gymraeg ei drin yn llai ffafriol na chais a gyflwynir yn Saesneg.

Caiff penodiad i'r swydd hon ei eithrio o Ddeddf Adsefydlu Troseddwyr ac mae'n amodol ar Wiriad Datgeliad Estynedig.

Mae'r swydd hon yn gofyn am gofrestru gyda CGA - Cyngor y Gweithlu Addysg

Mae'r Corff Llywodraethu wedi ymrwymo i ddiogelu a hyrwyddo lles plant a phobl ifanc ac mae'n disgwyl i'r holl weithwyr a gwirfoddolwyr rannu'r ymrwymiad hwn.

Mae Cyngor Sir Fynwy yn gyflogwr cyfle cyfartal ac yn croesawu ceisiadau gan bob adran o'r gymuned.

Mae'r holl swyddi'n agored i'w rhannu os na nodir fel arall.

**Swydd-Ddisgrifiad**

**RHIF ADNABOD Y SWYDD**

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| **Rhif Adnabod y Swydd:** | Pennaeth |
| **Gradd:** | Arweinyddiaeth |
| **Cyfarwyddiaeth:** | Addysg |
| **Adran:** | Ysgolion |
| **Lleoliad:** | Ysgol Gynradd yr Eglwys yng Nghymru Brynbuga |

**CYFLWYNIAD**

Mae’r swydd-ddisgrifiad hon, o fewn cyd-destun ysgol Eglwys yng Nghymru, yn ategu at y safonau, gwerthoedd a’r nodweddion sydd wedi eu rhestru yn y Safonau Proffesiynol ar gyfer Addysgu ac Arweiniad 2018. Bydd y Pennaeth yn cydymffurfio, yn arddangos ac yn hyrwyddo'r gwerthoedd a'r nodweddion trosfwaol fel sydd wedi eu diffinio o fewn y Safonau Proffesiynol, sef:

1. Hawliau proffesiynol
2. iaith a’r diwylliant Cymraeg
3. Hawliau dysgwyr
4. Lythrennedd, rhifedd a chymhwysedd digidol
5. Y dysgwr proffesiynol
6. Y rôl system

Mae angen i’r deiliad swydd i ymgymryd â’r cyfrifoldebau proffesiynol sydd yn rhan o rôl y Pennaeth ac fel sydd wedi eu manylu yn Nogfen Cyflog ac Amodau Athrawon Ysgol.

**PWRPAS Y SWYDD**

Datblygu gweledigaeth glir ar gyfer yr ysgol, mewn partneriaeth gyda holl fudd-ddeiliaid yr ysgol, yn arddangos yn gyntaf ymrwymiad at weledigaeth Gristnogol a gwerthoedd Cristnogol, ac yn ail, yn darparu’r arweiniad proffesiynol sydd angen er mwyn caniatáu’r holl staff i gefnogi dysgwyr i gyflawni eu potensial llawn. Dylid cyflawni hyn yn unol gyd pholisïau'r corff llywodraethu a’r blaenoriaethau sydd wedi eu hamlinellu yn y strategaethau addysgol Plwyfol, Esgobaethol, lleol a chenedlaethol.

**MEYSYDD ALLWEDDOL**

**Addysgeg**

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| 1. Yn atebol ar gyfer cefnogi addysgeg eraill drwy greu a chynnal yr amodau ar gyfer cyflawni’r pedwar diben ar gyfer dysgwyr a’n sicrhau'r gorau iddynt o ran lles, safonau a chynnydd. |
| 1. Yn atebol ar gyfer datblygu strategaethau, strwythurau a systemau, gyda holl fudd-ddeilliaid yr ysgol, er mwyn sicrhau bod yr ysgol yn gweithio yn effeithiol at wireddu ei gweledigaeth Gristnogol a chynnal gwelliannau’r ysgol, er mwyn caniatáu bod modd cyflawni’r pedwar diben o ran dysgu, gan ystyried amgylchiadau, polisïau a mentrau cenedlaethol, Plwyfol, Esgobaethol a lleol. |
| 1. Ysgogi a gweithio ag eraill er mwyn creu a chynnal ethos ysgol ac amgylchedd dysgu sydd yn Gristnogol yn ei hanfod ac yn hwyluso dysgu effeithiol. |
| 1. Sicrhau bod y cwricwlwm yn cael ei drefnu a’i ddarparu a’n gweithredu ystod o ddulliau addysgeg o fewn yr ysgol er mwyn cefnogi dysgu ac addysgu safon uchel a darparu’r cwricwlwm yng Nghymru. |
| 1. Yn sicrhau ffocws cyson a pharhaus ar draws yr ysgol ar les, profiad a chyraeddiadau’r dysgwyr, yn sefydlu diwylliant sydd yn gosod gwrth ar farn dysgwyr er mwyn llywio’r profiad o ddysgu a’r awyrgylch yn yr ysgol. |
| 1. Yn gyfrifol am ddatblygu'r polisïau a’r arferion, mewn cydweithrediad gyda budd-ddeiliaid perthnasol, sydd yn hyrwyddo’r iaith a’r diwylliant Cymraeg ac yn datblygu sgiliau dwyieithog y dysgwyr fel sydd yn briodol. |
| 1. Yn sicrhau datblygiad y pedwar diben ar gyfer dysgu drwy greu strwythurau a systemau sydd yn cefnogi’r broses o gynllunio ac yn pwysleisio disgyblaethau'r meysydd gwahanol o ddysgu mewn cyd-destun, er mwyn sicrhau dysgu ac addysgu effeithiol. |
| 1. Datblygu a gweithredu systemau effeithiol er mwyn monitro a gwerthuso sgil-effaith y profiadau dysgu a chynnydd y dysgwyr er mwyn creu gwelliannau parhaus. |
| 1. Yn arddangos atebolrwydd am les a chanlyniadau’r dysgwyr drwy weithio gyda’r holl fudd-ddeiliaid perthnasol er mwyn sicrhau bod yna werth ar les a chyraeddiadau'r holl ddysgwyr a bod hyn yn amlwg drwy gydol yr ysgol. |
| 1. Datblygu strategaethau, strwythurau, polisïau a systemau cynhwysol, mewn cydweithrediad gyda’r budd-ddeiliaid perthnasol, sydd yn caniatáu’r holl ddysgwyr i gael mynediad llawn at gyfleoedd er mwyn cyflawni a’n sicrhau bod eu hanghenion dysgu unigol yn cael eu diwallu. |
| 1. Hyrwyddo a’n sicrhau cydraddoldeb o ran llwybrau dysgu academaidd, galwedigaethol ac arbrofol. |
| 1. Datblygu ac esbonio trosolwg eglur, dealladwy a chywrain o berfformiad yr ysgol, a hynny i ystod o bartneriaid allanol, gan gynnwys rhieni a llywodraethwyr, gan sicrhau fod hyn yn ymgorffori lles a chynnydd y dysgwyr. |
| 1. Rheoli’r broses o gyfathrebu a gweithredu’n effeithiol yr argymhellion sydd yn deillio o adroddiadau, gan gynnwys canlyniadau arolygon hunanwerthuso ac arolygiadau allanol gan Estyn ac Adran 50, er mwyn gyrru a chynnal gwelliannau yn yr ysgol |
| 1. Cydweithredu gyda holl fudd-ddeiliaid ysgol er mwyn adeiladu hinsawdd ysgol a diwylliant addysgu sydd, yn sgil yr ethos Cristnogol, yn adlewyrchu cyfoeth ac amrywiaeth cymuned yr ysgol gan gynnwys yr iaith Gymraeg a’r diwylliant Cymraeg. |

*\*Cyfrannu, fel sydd yn briodol, at addysgu yn yr ysgol.*

**Cydweithio**

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| 1. Sefydlu hinsawdd o gefnogi eich gilydd a chydweithio yn effeithiol o fewn a thu hwnt yr ysgol er mwyn datblygu, gwella a rhannu addysgeg effeithiol. |
| 1. Sefydlu diwylliant addysgu cydweithredol o fewn yr ysgol ac ymgysylltu yn effeithiol gyda sefydliadau addysgol eraill o ran ysgolion eglwys ac ysgolion eraill, er mwyn adeiladu cymunedau addysgu effeithiol. |
| 1. Hyrwyddo a’n hwyluso cydweithio effeithiol gyda chyflogwyr, busnesau, llywodraeth, yr eglwys a gweithwyr proffesiynol er mwyn annog dulliau arloesol a chefnogi a gwella practis bob dydd sydd yn rhan o’r mudiad addysgu. |
| 1. Sefydlu ac adeiladu partneriaethau o fewn yr ysgol ac ar draws ysgolion, sef ysgolion eglwys ac ysgolion eraill, a hynny er mwyn rhannu arfer gorau a chefnogi’r broses o wella’r ysgol elwa pawb, o ran cefnogaeth safon uchel a hyblyg i ddatblygu practis proffesiynol. |
| 1. Gweithio gyda’r corff llywodraethu, fel ei fod yn medru cwrdd â’i gyfrifoldebau yn cefnogi addysgu a dysgu effeithiol a gwelliannau parhaus yn yr ysgol. |
| 1. Yn croesawu llywodraethiant cryf a chefnogi’r corff llywodraethu er mwyn deall ei swyddogaethau yn effeithiol er mwyn cyd-fynd gyda chymeriad hynod yr ysgol. |
| 1. Sefydlu perthynas effeithiol ac agored gyda rhieni, gofalwyr, yr eglwys a'r gymuned ehangach er mwyn eu hymgysylltu gyda lles, profiad a chynnydd y dysgwyr, a’n sicrhau bod yr ysgol yn chwarae rôl ganolog yn y gymuned ac ym mywyd yr eglwys leol. |
| 1. Adeiladu partneriaethau creadigol gyda’r eglwys sydd yn meithrin datblygiad ysbrydol y plant a’r bobl ifanc. |
| 1. Cydweithio ag asiantaethau eraill, gan gynnwys yr awdurdod lleol a’r esgobaeth, yn gofalu am les y dysgwyr a’r teuluoedd. |
| 1. Datblygu ymroddiad ar draws yr ysgol tuag at welliannau parhaus a datblygiadau cynaliadwy drwy hyrwyddo a hwyluso cyfleoedd cydweithredol i’r holl staff, yn adnabod meysydd o bryder ac yn cymryd camau er mwyn eu cefnogi a’n sicrhau perfformiad gwell. |

**Addysgu Proffesiynol**

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| 1. Creu amgylchedd lle y mae addysgu proffesiynol yn cael ei werthfawrogi, yn cael effaith ar addysgeg ac yn cefnogi twf proffesiynol ar draws y gymuned addysgu o fewn a thu hwnt yr ysgol. |
| 1. Yn sicrhau addysgu proffesiynol cynaliadwy a phenodol ar gyfer yr holl staff, gan gynnwys twf proffesiynol hunan-fframio o fewn practis addysgeg, profiadau a chanlyniadau’r dysgwyr. |
| 1. Datblygu diwylliant sydd yn cefnogi twf ac arweiniad ar bob lefel, ar gyfer ysgolion eglwys ac ysgolion eraill, drwy ddatblygu a meithrin potensial ymhlith eraill o fod yn arweinwyr a’n cyfrannu at y cyfleoedd sydd ar gael, er mwyn adeiladu capasiti arweinyddiaeth yr ysgol. |
| 1. Sefydlu rhwydweithiau a chymunedau proffesiynol er mwyn caniatáu’r ysgol i chwarae rôl weithgar yn y gymuned addysg ehangaf, gan gynnwys ysgolion eglwys ac ysgolion eraill, gan gyfrannu at hyfforddi athrawon ysgol y dyfodol ac oedolion eraill sydd yn gweithio gyda dysgwyr ac yn datblygu ymchwil yn seiliedig ar bractis. |

**Arloesedd**

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| 1. Cydlynu arloesed gyda'r holl fudd-ddeiliaid perthnasol, er mwyn sicrhau bod yr ysgol yn cofleidio ac yn elwa o ddulliau sydd yn seiliedig ar dystiolaeth tuag at dystiolaeth, a hynny’n cyd-fynd gyda’r weledigaeth hirdymor ar gyfer Cymru. |
| 1. Sefydlu rhaglen hirdymor o ddulliau sydd yn seiliedig ar dystiolaeth tuag at arloesed er mwyn cwrdd â’r heriau, rheoli newid a datblygu addysgu yn effeithiol er mwyn gwella lles a chanlyniadau. |
| 1. Creu diwylliant lle y mae arbenigedd, profiad a phractis addysgeg yn cael eu datblygu yn barhaus a’u rhannu ar draws ysgolion, mewn ysgolion eglwys ac ysgolion eraill. |
| 1. Datblygu diwylliant lle y mae tystiolaeth yn deillio o bractis arloesol yn cael ei ddefnyddio er mwyn gwerthuso sgil-effaith y newidiadau, o fewn a thu hwnt i gymuned yr ysgol. |

**Arweinyddiaeth**

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| 1. Gweithio gyda chymuned yr ysgol er mwyn dwyn cysondeb, eglurder ac ymroddiad a rennir er mwyn gwireddu gweledigaeth Gristnogol yr ysgol ar gyfer addysgeg, dysgwyr, cydweithwyr a’r gymuned ehangach yng Nghymru. |
| 1. Gweithio gyda’r budd-ddeiliaid allweddol er mwyn sicrhau bod y cynlluniau strategol yn adlewyrchu amrywiaeth, gwerthoedd, profiad a chyd-destun Cristnogol yr ysgol a’r gymuned ehangach. |
| 1. Sicrhau bod yr ysgol, gyda chefnogaeth a mewnbwn corff llywodraethu, yn cydymffurfio gyda’r holl bolisïau mewnol, Plwyfol, Esgobaethol, lleol a chenedlaethol. |
| 1. Creu, drwy nodweddion Cristnogol, diwylliant lle y mae pawb yn medru tyfu’n broffesiynol. |
| 1. Datblygu a’n meithrin y potensial ymhlith eraill, ar bob lefel, i arwain, ac i adeiladu capasiti yr ysgol ac ysbrydoli arweinwyr y dyfodol ar gyfer ysgolion eglwys. |
| 1. Datblygu, ymrymuso a chynnal unigolion a thimau effeithiol drwy arweinyddiaeth wasgaredig, yn annog practis myfyriol. |
| 1. Adeiladu rhwydweithiau effeithiol er mwyn rhannu gwybodaeth broffesiynol, ymchwil ac arbenigedd sydd yn caniatáu’r ysgol a’r ysgolion eraill i elwa drwy gydweithio gyda’i gilydd. |

**Rheoli’r ysgol**

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| 1. Creu a gweithredu cynlluniau a pholisïau eglur ar gyfer datblygu'r ysgol, sydd yn seiliedig ar dystiolaeth, nodweddion Cristnogol a’r cyfleusterau, mewn cydweithrediad gyda budd-ddeiliaid perthnasol. |
| 1. Gyda chefnogaeth y corff llywodraethu, bydd rhaid rheoli a threfnu awyrgylch yr ysgol yn effeithiol er mwyn sicrhau eu bod yn diwallu anghenion y cwricwlwm a’r rheoliadau iechyd a diogelwch. |
| 1. Yn gwneud defnydd effeithiol o’r gefnogaeth a’r heriau sydd yn cael eu darparu gan yr awdurdod lleol, y consortiwm rhanbarthol ac awdurdodau Plwyfol ac Esgobaethol. |
| 1. Gweithio gyda’r corff llywodraethu i reoli adnoddau cyllidol a dynol yr ysgol yn effeithiol ac effeithlon er mwyn gwireddu gweledigaeth Gristnogol yr ysgol, blaenoriaethau ac amcanion yr ysgol. |
| 1. Monitro, gwerthuso ac adolygu, mewn cydweithrediad gyda’r corff llywodraethu, yr ystod, yr ansawdd a’r defnydd o’r holl adnoddau er mwyn gwella ansawdd yr addysg ar gyfer yr holl ddysgwyr a’n sicrhau gwrth am arian. |
| 1. Gweithio gyda’r budd-ddeiliaid allweddol er mwyn datblygu a gweithredu strategaethau sydd yn sicrhau awyrgylch diogel, pwyllog a threfnus ar gyfer dysgwyr a staff, yn ffocysu ar ymddygiad Cristnogol yn yr ysgol a’r gymuned ehangach sydd yn gosod esiampl. Yn sicrhau safonau uchel o ymddygiad a phresenoldeb, yn arwain at amodau llwyddiannus ar gyfer dysgu. |

**MANYLEB PERSON**

**RhF = Meini prawf ar gyfer llunio’r rhestr fer**

**Noder os gwelwch yn dda y bydd y meini prawf ar gyfer llunio’r rhestr fer hefyd yn cael eu defnyddio ar y cam asesu**

|  | **HANFODOL** | **DYMUNOL** |
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| **CYMWYSTERAU** | Statws athro cymwys (RhF) 1  NPQH ar gyfer Penaethiaid newydd (RhF) 2  Gradd (RhF) 3  Cofrestriad EWC cyfredol (RhF) 4 | Cymwysterau pellach a/neu astudiaethau proffesiynol sydd yn berthnasol i’r cyfnod oedran. (RhF) 14 |
| **GWYBODAETH A PHROFIAD** | Profiad diweddar sylweddol fel Pennaeth neu Ddirprwy Bennaeth mewn ysgol: Gynradd. (RhF) 5  Dealltwriaeth o gymeriad Cristnogol penodol yr ysgol ac anghenion Mawl ar y Cyd ac Addysg Grefyddol i fywyd yr ysgol.  Llwyddiant amlwg mewn ystod o rolau strategol, gan gynnwys hunanwerthuso, dadansoddi dada a chynllunio gwella ysgolion. (RhF) 6  Gwybodaeth a dealltwriaeth o gyd-destun Cwricwlwm Cenedlaethol cyfredol a’r Genhadaeth Genedlaethol. (RhF) 7  Gwybodaeth o arfer gorau a gweithdrefnau ar gyfer diogelu plant a phobl ifanc.  Profiad amlwg o fonitro, gwerthuso ac adolygu perfformiad er mwyn gwella’r cyraeddiadau ymhlith yr holl grwpiau oedran.  Gwybodaeth a dealltwriaeth gyfredol o’r hyn a olygir gan ddysgu a dysgu ardderchog a sut i’w gweithredu. (RhF) 8  Gwybodaeth o strategaethau a gweithdrefnau effeithiol sydd yn ymwneud gyda dysgu proffesiynol ac adolygu perfformiad.  Profiad llwyddiannus o reoli newid  Profiad o adeiladu perthnasau effeithiol gyda’r llywodraethwyr, rhieni a’r gymuned ehangach. (RhF) 9  Dealltwriaeth ddatblygedig o’r fframwaith deddfwriaethol gan gynnwys llywodraethiant ysgol wirfoddol a reolir.  Profiad o ddarparu arweiniad mewn Mawl ar y Cyd. | Profiad o reoli iechyd a diogelwch. |
| **SGILIAU** | Y gallu i egluro a chyfathrebu gweledigaeth glir o ddarpariaeth addysgol safon uchel ar gyfer yr ysgol a hyrwyddo cymeriad Cristnogol penodol yr ysgol. (RhF) 10  Gallu i reoli yn strategol gan gynnwys staff, adnoddau a chynllunio cyllidol a deunydd. (RhF) 11  Yn medru arwain, rheoli ac ysgogi staff a disgyblion i gyrraedd safonau uchel.  Profiad llwyddiannus o ddarparu ar gyfer disgyblion ag anghenion dysgu ychwanegol.  Y gallu i adeiladu rhwydwaith cryf o berthnasau a phartneriaethau cydweithredol gyda’r Corff Llywodraethu, yr Awdurdod Lleol, yr Esgobaeth a’r eglwys leol, ysgolion eraill, y proffesiwn addysg a mudiadau allanol priodol. (RhF) 12  Y gallu i gyfathrebu a datblygu cysylltiadau yn effeithiol, ar lafar ac yn ysgrifenedig, ag ystod o gynulleidfaoedd. (RhF) 13  Lefel uchel o sgiliau personol yn defnyddio gwybodaeth a thechnoleg cyfathrebu (TGCh)  Gallu i drefnu yn dda a’r gallu i ddirprwyo. | Yn medru meithrin cysylltiadau ag ysgolion eraill, yn lleol, yn genedlaethol ac yn rhyngwladol, mewn cyd-destun Cristnogol. |
| **RHINWEDDAU PERSONOL** | Ymroddiad Cristnogol penodol.  Y gallu i fod yn wydn o dan bwysau ac i barhau yn bositif ac yn frwdfrydig.  Ymroddiad at ddatblygiad proffesiynol parhaus i chi’ch hun ac eraill.  Ymroddiad i hyrwyddo lles holl ddisgyblion cymuned yr ysgol, gan adlewyrchu hunaniaeth Gristnogol yr ysgol.  Ymroddiad at hyrwyddo’r iaith Gymraeg a’r diwylliant.  Yn gallu cynnig barn gadarn a chytbwys, pendantrwydd a hyblygrwydd  Hygrededd, ffyddlondeb a sensitifrwydd. | Chwarae rhan yn yr eglwys leol. |
| **ANGHENION ERAILL** | Mae’r swydd hon wedi ei heithrio o’r Ddeddf Adsefydlu Troseddwyr (1974) a bydd proses sgrinio gynhwysfawr yn cael ei chynnal ar bob un ymgeisydd. Bydd hyn yn cynnwys gwiriad mwy manwl gan y Gwasanaeth Datgelu a Gwahardd. Mae apwyntiad i’r swydd hon yn ddibynnol ar 2 eirda ysgrifenedig addas.  Yn deall ac yn arddangos parodrwydd i hyrwyddo mewn modd positif y cyfleoedd cyfartal sydd gan y Cyngor a’r Eglwys yng Nghymru. |  |