



Job Description: Teacher of Design and Technology Teacher (Ysgol Friars' Teachers' Pay SMS/SUPS)

What follows is a list of responsibilities which a teacher may be required to undertake. It may be subject to renegotiation should there be changes within the Senior Leadership Team. It further represents a list of responsibilities which cannot be carried out simultaneously and is therefore subject to prioritisation, delegation or to the varying demands of different periods of the academic year. It is also subject to the terms of the School Teachers' Pay and Conditions of Service document which apply to teachers.

Management

The Headteacher is responsible for the deployment and management of all staff employed to work at the school and his authority may be delegated to other members of the Senior Leadership Team. On a day to day basis, you are directly accountable to the relevant Head of Faculty/Department for your teaching duties.

General Teaching Duties Duties - Outcomes to Be Achieved:

1. You should seek to support the school's attempt to secure the best possible attendance and:
 - Ensure that pupils in your group are registered promptly and accurately
 - Secure the best possible attendance of pupils in your registration group.
2. If acting as a registration tutor, you should ensure, as far as possible, that pupils leave registration prepared for the school day and:
 - Ensure that pupils leave your registration period dressed in accordance with school uniform policy.
 - Following the "Clean Slate" procedures.
3. Also in this role, you should promote pupil achievement by:
 - Passing on positive gossip from staff briefing;
 - Following the school rewards procedures
 - Recording particular achievements on achievement log and passing on any particularly noteworthy to the relevant Pupil Coordinator or Head of Key Stage;
4. In carrying out general supervisory duties you should seek to promote pupil safety and welfare by having due regard to appropriate procedures and in particular:
 - Be on site by 8.45 a.m. and not leave before 3.25 p.m. unless working shorter part-time hours and/or granted permission to arrive later or leave earlier by a member of SLT
 - Arrive punctually at lessons, ensuring that pupils line up in an orderly manner before entering and that they remain standing until told to sit and:

- Teach or supervise them for the duration of the lesson or such part of the lesson as may be designated;
- Not allow pupils to leave the class unless in accordance with school procedures and only after providing them with corridor passes;
- Not dismissing the class before the end of lesson bell (but see below);
- Be at your designated duty location by 8.45, 10.50 and at the buses by 3.15 (bringing pupils from lesson 6 with you if necessary) on the day when you are designated to undertake duty;
- Inform your Duty Team Leader if for any reason (other than unforeseen absence from school) you are unable to carry out the above duties.

5. In carrying out your teaching duties, you should seek to secure the highest possible standards of achievement and behaviour of pupils in your classes by:

- Ensuring pupils adhere to school uniform rules
- Teaching in accordance with the agreed Faculty/Departmental scheme of work;
- Planning and delivering lessons which have due regard to the school's teaching and learning policy
- Plan and deliver effective lessons in line with the new CfW. Lessons should reflect the 4 Purposes and the What Matters statements in the AOLE.
- Assessing pupils' work and recording and reporting on their progress in accordance with the school and Faculty/Departmental assessment policy and marking policy
- Assessing pupils' work and recording and reporting on their progress in accordance with the school and Faculty/Departmental assessment policy and marking policy
- Setting appropriate homework
- Ensuring that pupils make appropriate use of the homework diary
- Preparing pupils for any relevant examination course followed by the Faculty/Department, having due regard to the Faculty/Department Scheme of work, the examination specification and the rules of the examination board;
- Following the requirements contained in any IEPs/PSPs relevant to pupils in your classes;
- Using the school's underachievement and behaviour recording systems in accordance with any guidance issued by the Headteacher;
- Following the school's pupil conduct policy and other procedures to promote good behavior;
- Following any policies or procedures in relation to the teaching of pupils with additional learning needs (ALN);
- Following any policies or procedures in relation to the teaching of able and talented pupils;
- Seeking, as far as is reasonably possible, to secure parental co-operation to sustain and improve the levels of their children's achievement by using the school's reporting procedures, through the use of the homework diary and through attendance of parents' evenings
- develop curriculum content to ensure that all learners have opportunities to develop and refine the skills set out in the Literacy and Numeracy Framework
- integrate literacy and numeracy into their teaching – whatever the subject matter
- inform discussions with parents/carers, learners and other teachers about learner performance

- help learners with their own self-assessment activities and planning for learning
 - monitor, assess and report on individual learner performance
 - identify learners who may benefit from intervention or who are working beyond age-related expectations
6. You should promote the pastoral care and welfare of your pupils and in particular you should seek to:
- Be vigilant for any signs of abuse or neglect and report these to the Designated Safeguarding Person, Mrs Melissa Green, Deputy Headteacher or the Deputy Safeguarding Person, Miss Clare Houston, Office Manager
 - Seek to assist and support pupils with any pastoral problems and refer on to the Pupil Coordinator or Head of Key Stage
 - Be aware of any pupils for whom you are responsible who appear on the school's medical list and familiarize yourself with the care plans of the small minority who have more severe conditions in order that you can recognize the onset of the condition and secure appropriate assistance.
 - Deliver the "Thought for the Day" on any day where pupils are in your charge as group tutor for a designated tutor period
 - Bring pupils to assembly promptly on designated days and remain with them for the duration (unless withdrawing on grounds of conscience or belief from any part which contains an act of worship)
 - Follow the procedures for organising trips
7. You should develop your skills as a teacher by:
- Participating proactively in arrangements for your professional development;
 - Reflecting on your own practice;
 - Sharing good practice with others and contributing to Faculty/ Departmental Schemes of Work and resources any examples of good practice of your own.
8. You should support and foster the collaborative working of any team within the school of which you are a part.
9. You should assist the work of any faculty or department in which you teach by attending scheduled meetings and contributing good practice to develop the work of the faculty/department
10. You should seek to secure the health and safety of yourself and others by:
- Having due regard to the school's health and safety policy
 - Familiarizing yourself with procedures for fire safety
 - Reporting accidents and dangerous incidents in accordance with school procedures
11. In general you should:
- Comply with school policies and act in accordance with guidance and procedures issued by the Headteacher;
 - Keep the allocated teaching room(s) in good order and report any defects according to school procedures

- Follow relevant personnel procedures such as those relating to sickness and leave of absence
- Undertake any duties as may be reasonably allocated by the Headteacher, following appropriate consultation, which fall within the duties set out in the School Teachers' Pay and Conditions of Service Document.

The job description and allocation of particular responsibilities may be amended by agreement from time to time.

• Disgrifiad Swydd: Athro o Dylunio o Thechnoleg

Yr hyn sy'n dilyn yw rhestr o gyfrifoldebau y gallai fod yn ofynnol i athro eu cyflawni. Gallai gael ei ail-drafod os bydd newidiadau o fewn yr Uwch Dîm Rheoli. Mae'n cynrychio li ymhellach restr o gyfrifoldebau – na ellir eu cyflawni ar yr un pryd ac sydd felly'n amodol ar flaenoriaethu, dirprwyo neu i ofynion amrywiol gwahanol gyfnodau o'r flwyddyn academaidd. Mae hefyd yn amodol ar delerau'r ddogfen Cyflog ac Amodau Gwaith Athrawon Ysgol sy'n berthnasol i athrawon.

• Rheolaeth

Mae'r Pennaeth yn gyfrifol am leoli a rheoli'r holl staff a gyflogir i weithio yn yr ysgol a gellir dirprwyo ei awdurdod i aelodau eraill o'r Uwch Dîm Rheoli. O ddydd i ddydd, rydych yn uniongyrchol atebol i Bennaeth y Gyfadran/Adran berthnasol am eich dyletswyddau addysgu.

1. Os ydych yn gweithredu fel tiwtor cofrestru, dylech sicrhau, cyn belled ag y bo modd, bod disgyblion yn gadael y cofrestriad yn barod ar gyfer y diwrnod ysgol a:
 - Sicrhau bod disgyblion yn gadael eich cyfnod cofrestru wedi gwisgo yn unol â rheolau gwisg ysgol trwy gyflawni'r cyfrifoldebau
 - Dilyn y gweithdrefnau "Lechen Lân".

2. Hefyd yn y rôl hon, dylech hyrwyddo cyflawniad disgyblion trwy:

- Trosglwyddo clecs positif o frifio staff;
- Dilyn gweithdrefnau gwobrwyo'r ysgol;
- Cofnodi cyflawniadau penodol ar log cyflawniad a throsglwyddo unrhyw rai sy'n arbennig o nodedig i'r Cydlynnydd Disgybl neu Bennaeth Cyfnod Allweddol perthnasol;
- Dilyn a chwblhau'r rhaglen ABCh ar gyfer y grŵp blwyddyn, gan sicrhau bod y disgyblion yn cwblhau unrhyw waith a osodir a bod gwaith yn cael ei farcio'n rheolaidd i nodi cwblhau'n foddhaol yn unol.

3. Wrth gyflawni dyletswyddau goruchwyllo cyffredinol dylech geisio hybu diogelwch a lles disgyblion drwy roi sylw dyledus i weithdrefnau priodol ac yn benodol:

- Bod ar y safle erbyn 8.45 a.m. a pheidio â gadael cyn 3.25 p.m. oni bai ei fod yn gweithio oriau rhan-amser byrrach a/neu wedi cael caniatâd i gyrraedd yn hwyrach neu adael yn gynt gan aelod o'r UDRh, yn yr achos olaf yn llofnodi'r llyfr exeat yn y brif dderbynfa;

- o Cyrraedd gwersi'n brydlon, gan sicrhau bod disgyblion mewn trefn drefnus cyn mynd i mewn a'u bod yn aros yn sefyll hyd nes y dywedir wrthynt am eistedd a:
- o Eu haddysgu neu eu goruchwyllo am hyd y wers neu unrhyw ran o'r wers a ddynodir;
- o Peidio â chaniatáu i ddisgyblion adael y dosbarth oni bai eu bod yn unol â gweithdrefnau'r ysgol a dim ond ar ôl rhoi pasys coridor iddynt;
- o Peidio â rhyddhau'r dosbarth cyn diwedd y gloch (ond gweler isod);

- Bod yn eich lleoliad dyletswydd dynodedig erbyn 8.45, 10.50 ac ar y bysiau erbyn 3.15 (dewch â disgyblion o wers 6 gyda chi os oes angen) ar y diwrnod pan fyddwch wedi'ch dynodi i ymgymryd â dyletswydd;
- Rhwch wybod i'ch Arweinydd Tîm ar Ddyletswydd os nad ydych yn gallu cyflawni'r dyletswyddau uchod am unrhyw reswm (ac eithrio absenoldeb annisgwyl o'r ysgol).

4. Wrth gyflawni eich dyletswyddau addysgu, dylech geisio sicrhau'r safonau uchaf posibl o gyflawniad ac ymddygiad disgyblion yn eich dosbarthiadau drwy:

- Sicrhau bod disgyblion yn cadw at reolau gwisg ysgol;
- Addysgu yn unol â chynllun gwaith y Gyfadran/Adran y cytunwyd arno;
- Cynllunio a chyflwyno gwersi sy'n rhoi sylw dyledus i bolisi addysgu a dysgu'r ysgol;
- Cynllunio a chyflwyno gwersi effeithiol yn unol â'r Cwricwlwm i Gymru newydd. Dylai gwersi adlewyrchu'r datganiadau 4 Diben a'r Hyn sy'n Bwysig yn y Maes Dysgu a Phrofiad
- Asesu gwaith disgyblion a chofnodi ac adrodd ar eu cynnydd yn unol â pholisi asesu a pholisi marcio'r ysgol;
- Gosod gwaith cartref priodol;
- Paratoi disgyblion ar gyfer unrhyw gwrs arholiad perthnasol a ddilynir gan y Gyfadran/Adran, gan roi sylw dyledus i Gynllun Gwaith y Gyfadran/Adran, y fanyleb arholi a rheolau'r bwrdd arholi;
- Dilyn y gofynion sydd wedi'u cynnwys mewn unrhyw IEP's/PSPs sy'n berthnasol i ddisgyblion yn eich dosbarthiadau;
- Defnyddio systemau tangyflawni'r ysgol a chofnodi ymddygiad yn unol ag unrhyw ganllawiau a gyhoeddir gan y Pennaeth;
- Dilyn polisi ymddygiad disgyblion yr ysgol a gweithdrefnau eraill i hybu ymddygiad da
- Dilyn unrhyw bolisiau neu weithdrefnau mewn perthynas ag addysgu disgyblion ag anghenion dysgu ychwanegol (ADY);
- Dilyn unrhyw bolisiau neu weithdrefnau mewn perthynas ag addysgu disgyblion galluog a thalentog;
- Ceisio, cyn belled ag sy'n rhesymol bosibl, sicrhau cydweithrediad rhieni i gynnal a gwella lefelau cyflawniad eu plant trwy ddefnyddio gweithdrefnau adrodd yr ysgol, trwy ddefnyddio'r dyddiadur gwaith cartref a thrwy fynychu nosweithiau rhieni doc.

- datblygu cynnwys y cwricwlwm i sicrhau bod pob dysgwr yn cael cyfleoedd i ddatblygu a mireinio'r sgiliau a nodir yn y Fframwaith Llythrennedd a Rhifedd
- integreiddio llythrennedd a rhifedd i'w haddysgu – beth bynnag fo'r pwnc
- llywio trafodaethau gyda rhieni/gofalwyr, dysgwyr ac athrawon eraill am berfformiad dysgwyr
- helpu dysgwyr gyda'u gweithgareddau hunanasesu eu hunain a chynllunio ar gyfer dysgu
- monitro, asesu ac adrodd ar berfformiad dysgwyr unigol
- nodi dysgwyr a allai elwa o ymyrraeth neu sy'n gweithio y tu hwnt i ddisgwyliadau cysylltiedig ag oedran

5. Dylech hyrwyddo gofal bugeiliol a lles eich disgyblion ac yn benodol dylech geisio:

- Byddwch yn wyladwrus am unrhyw arwyddion o gamdriniaeth neu esgeulustod a rhowch wybod i'r Person Diogelu Dynodedig, Mrs Melissa Green, Dirprwy neu'r Dirprwy Berson Diogelu, Miss Clare Houston, Rheolwr Swyddfa
- Ceisio cynorthwyo a chefnogi disgyblion gydag unrhyw broblemau bugeiliol a chyfeirio ymlaen at y Cydlynedd Disgybl neu Bennaeth Cyfnod Allweddol
- Byddwch yn ymwybodol o unrhyw ddisgyblion yr ydych yn gyfrifol amdanynt sy'n ymddangos ar restr feddygol yr ysgol ac ymgyswddwch â chynlluniau gofal y lleiafrif bach sydd â chyflyrau mwy difrifol er mwyn i chi allu adnabod cychwyniad y cyflwr a sicrhau cymorth priodol.
- Cyflwyno "Munud i feddwl" ar unrhyw ddiwrnod pan fo disgyblion yn eich gofal fel tiwtor grŵp am gyfnod tiwtor penodedig;

6. Dylech ddatblygu eich sgiliau fel athro drwy:

- Cymryd rhan ragweithiol mewn trefniadau ar gyfer eich datblygiad proffesiynol;
- Myfyrto ar eich ymarfer eich hun;
- Rhannu arfer da ag eraill a chyfrannu at Gynlluniau Gwaith y Gyfadran/Adran ac adnoddau unrhyw enghreifftiau o arfer da eich hun.

7. Dylech gefnogi a meithrin cydweithio unrhyw dîm yn yr ysgol yr ydych yn rhan ohoni.

8. Dylech gynorthwyo gwaith unrhyw gyfadran neu adran yr ydych yn addysgu ynddi drwy fynychu cyfarfodydd a drefnwyd a chyfrannu arfer da i ddatblygu gwaith y gyfadran/adran.

9. Dylech geisio sicrhau eich iechyd a diogelwch eich hun ac eraill drwy:

- Rhoi sylw dyledus i bolisi iechyd a diogelwch yr ysgol
- Ymgyswddo â gweithdrefnau ar gyfer diogelwch tân;
- Adrodd am ddamweiniau a digwyddiadau peryglus yn unol â gweithdrefnau'r ysgol.

10. Yn gyffredinol dylech:

- Cydymffurfio â pholisïau'r ysgol a gweithredu yn unol â chanllawiau a gweithdrefnau a gyhoeddir gan y Pennaeth;
- Cadw'r ystafell(oedd) addysgu a neilltuwyd mewn cyflwr da a rhoi gwybod am unrhyw ddiffygion yn unol â gweithdrefnau'r ysgol;
- Dilyn gweithdrefnau personél perthnasol megis y rhai sy'n ymwneud â salwch a chaniatâd i fod yn absennol;
- Ymgymryd ag unrhyw ddyletswyddau a ddyrennir yn rhesymol gan y Pennaeth, yn dilyn ymgynghoriad priodol, sy'n dod o fewn y dyletswyddau a nodir yn y Ddogfen Cyflogau ac Amodau Gwaith Athrawon Ysgol.

Gellir diwygio'r disgrifiad swydd a'r dyraniad o gyfrifoldebau penodol o bryd i'w gilydd drwy gytundeb.