

Ysgol Gymraeg Dewi Sant

Disgrifiad swydd

Teitl y swydd:	Dirprwy Bennaeth
Lefel:	L11 - L15
Rhif y Swydd:	010804
Yn atebol i:	Pennaeth – Mrs Ann Clwyd Davies

Amcanion y swydd:

Mewn cydweithrediad gyda, ac o dan gyfarwyddyd y Pennaeth, bydd y Dirprwy Bennaeth yn:

- cyflawni rôl arweiniol allweddol ym mhrosesau trefniadol strategol yr ysgol
- cefnogi'r Pennaeth yn arweiniad a rheolaeth yr ysgol, gan gynnwys monitro, asesiad ac adolygiad systemau
- gosod sialens broffesiynol effeithiol a chefnogaeth i'r Pennaeth ac uwch gyd-weithwyr
- darparu gwybodaeth hanfodol a chynghor i gyd-weithwyr a'r Corff Llywodraethol a rhoi cefnogaeth gref i brosesau atebolrwydd ar draws yr ysgol
- goruchwyllo bywyd cwricwlaidd ac academiaidd yr ysgol
- cynorthwyo mewn fformiwleiddio polisiau a dulliau gweithredol i'r ysgol sy'n arwain at gwell ganlyniadau i'r disgyblion
- gweithio gyda'r Uwch Dîm Rheoli i hybu a rheoli newid – profiad blaenorol o reoli newid ar lefel ysgol gyfan yn hanfodol
- dirprwyo ar ran y Pennaeth fel bo angen.

Dyletswyddau

Y mae'r ddogfen Tâl ac Amodau Athrawon Ysgol gyfredol yn amlinellu dyletswyddau sy'n ofynnol i athrawon ymgymryd â nhw yng nghwrs eu cyflogaeth. Yn ogystal, disgwylir i rai dyletswyddau arbennig gael eu gweithredu, a'u cyflawni, mewn modd derbyniol. Y mae'n ddyletswydd gytundebol ar yr hwn/hon a benodir i sicrhau bod ei d/ddyletswyddau'n cael eu gweithredu'n effeithiol.

Y mae'r disgrifiad swydd yn gosod allan y dyletswyddau sydd i'w ymgymryd a'u perfformio i safon dderbyniol i'r Pennaeth a'r Corff Llywodraethol gan y deiliad swydd yn ei rôl fel Dirprwy Bennaeth. Y mae'r dyletswyddau isod yn ychwanegol at ofyniad addysgu dosbarth gyfan CA2 sy'n gymesur â'r swydd.

Cyfrifoldebau arweinyddol allweddol:

Datblygiad Strategol

Sef:

- gweithio gyda'r Pennaeth a'r Corff Llywodraethol i osod targedau ysgol
- bod yn aelod o'r Uwch Dîm Rheoli a chyfrannu at lunio polisiau ysgol a fydd yn darparu gwelliant ysgol effeithiol
- derbyn cyfrifoldeb corfforedig am benderfyniadau a wneir, ac i sicrhau, gyda'r Pennaeth, bod y penderfyniadau'n cael eu gwireddu'n gyfangwbl
- cynorthwyo'r Pennaeth wrth adolygu'n flynyddol Cynllun Datblygu'r Ysgol (CDY) a gwerthuso'r effaith y caiff y CDY ar berfformiad yr ysgol
- rhoi cefnogaeth i Bwyllgor Cwricwlwm y Corff Llywodraethol, yn ogystal â phwyllgorau eraill, fel y bo'n addas
- ymgymeryd ag unrhyw ddyletswyddau a chyfrifoldebau y bydd y Pennaeth yn eu ddymuno o fewn rheswm

Arweiniad academiaidd a chynllunio cwricwlwm

Sef:

- bod yn gyfeirbwynt cyntaf am faterion cwricwlaidd o fewn yr ysgol
- cadw i fyny ag arfer dda yn natblygiad cwricwlaidd a gwneud awgrymiadau cydredol i'r Uwch Dîm Rheoli
- arwain wrth ddatblygu cwricwlwm cyfoethag ac eang a fydd yn ateb gofynion holl ystod y disgyblion yn yr ysgol
- rhoi arweiniad wrth benderfynu ar grwpiau dysgyblion addas
- cyd-drefnu paratoad cynlluniau gwaith a fydd yn ymateb i alluoedd disgyblion gwahanol, ateb gofynion y cwricwlwm cenedlaethol ac asesiadau cyfreithiol, a darparu cydraddoldeb cyfleoedd a phrofiadau i'r holl ddisgyblion
- sicrhau bod cynlluniau gwaith yn adlewyrchu blaenoriaethau cenedlaethol, gan gynnwys Y Cwricwlwm Cymreig, llythrennedd, rhifedd, FfCD ac Asesu ar gyfer Dysgu ar draws holl ardaloedd y cwricwlwm
- sicrhau gweithrediad y Fframwaith Llythrennedd a Rhifedd gyda chyfrifoldeb am rifedd
- sicrhau bod cynnydd cwricwlwm i bob disgybl, gan gynnwys rheiny sy wedi'u hadnabod fel rhai mwy abl a thalentog (MAT) a'r rhai sydd angen cefnogaeth ddysgu ychwanegol
- cyd-weithio ag ysgolion a sefydliadau partnerol am faterion yn ymwneud â chyfnod trawsnewid CA2/CA3 gan gynnwys prosesau safoni a safoni traws-gyfnod

- cymeryd cyfrifoldeb am gyflwyno amserlen effeithiol a fydd yn ateb gofynion disgyblion o fewn fframweithiau statudol, y deunyddiau ar gael ac egwyddorion caffael gwerth yr arian
- arwain datblygiad asesu effeithiol iawn a fframwaith dilyn cynnydd er mwyn gwneud y mwyaf o berthnasedd sustemau asesu a chofnodi fel cyfrwng i ganlyniadau gwell i ddisgyblion; cael gorolwg o rediad rhwydd sustemau electroneg i gefnogi rheolaeth data academaidd
- cymeryd rôl arweiniol wrth ddanansoddi data perfformiad allweddol yr ysgol er mwyn sicrhau bod blaenoriaethau'n addas a bod gwelliant mewn safonau'n cael ei hybu; diweddarau Adroddiad Hunan Arfarnu'r ysgol (SER)

Staff

Sef:

- cynorthwyo gydag apwyntio staff, fel y bo'n addas
- cyd-weithio gyda staff Y Cyfnod Sylfaen am ofynion HMS er mwyn cytuno ar raglen ddatblygu broffesiynol flynyddol
- bod yn adolygwr Rheolaeth Perfformiad i nifer o gyd-weithwyr o fewn yr ysgol, gan osod safonau uchel o berfformiad proffesiynol a chydabod arfer eithriadol, tra bo'n barod i dynnu sylw at ardaloedd y gellid eu gwella

Yn gyffredinol

- amddiffyn lles y disgyblion
- arwain trefn dda a disgyblaeth yn yr ysgol
- dathlu ac annog cyrhaeddiadau disgyblion
- bod yn fentor i ddisgybl unigol neu grŵp o ddisgyblion, fel y bo'n addas
- hybu amcanion cynllun datblygu'r ysgol
- mynychu holl gyfarfodydd perthnasol i'r swydd
- monitro a gwerthuso arfer ddosbarth a rhoi cyngor a chefnogaeth i gyd-weithwyr fel y bo'n addas
- bod yn ymroddedig i ddatblygiad proffesiynol personol, gan gymryd rhan mewn hyfforddiant mewn-swydd a rheolaeth perfformiad
- mynychu ac arwain gwasanaethau fel y bo'n addas
- gwneud dyletswyddau goruchwyllo yn ôl rota cyhoeddiedig
- cyfarfod â rhieni/gofalwyr fel bo angen
- dilyn canllawiau'r ysgol a'r rhai a osodwyd gan y Corff Llywodraethol a'r Awdurdod Lleol
- sicrhau parhad i gysylltiadau cryf gyda'r gymuned gan adrodd ar weithgareddau a llwyddiannau'r ysgol

MANYLEB PERSON

Teitl y Swydd: Dirprwy Bennaeth
Lleoliad: Ysgol Gymraeg Dewi Sant

		Hanfodol		Manteisiol		Asesiad
CYMWYSTERAU						
* Graddedigion		*				Cais a thystysgrifau perthnasol
* Statws Athro Gymwysiedig		*				
GWYBODAETH						
* Gwybodaeth am Gyfnod Allweddol 2 a'i Methodoleg		*				Cais / Cyfweliad / Cyflwyniad
* Gwybodaeth am y Cyfnod Sylfaen a'i Methodoleg		*				Cais / Cyfweliad
* Gwybodaeth am y Cwricwlwm Cenedlaethol a'r Fframwaith Sgiliau		*				Cais / Cyfweliad
* Meddu ar ddealltwriaeth glir o anghenion plant cynradd		*				Cyfweliad / Gwers
* Gwybodaeth a defnydd effeithiol o TGCh		*				Cais / Cyfweliad / Gwers
* Cymhwyster rheolwr canol				*		Cais / Cyfweliad
PROFIAD						
* Profiad addysgu cynradd		*				Cais
* Profiad dysgu tîm				*		Cais
* Profiad o ddysgu yn CA2				*		Cais / Cyfweliad
* Arferion cynhwysiad clir		*				Cais / Gwers / Cyfweliad
* Profiad o weithio gyda disgyblion ADY				*		Cais / Cyfweliad
SGILIAU SY'N YMWNEUD Â'R SWYDD						
* Paratoi'n effeithiol – cyflwyniad o wers neu sesiwn		*				Gwers
* Rheolaeth Ddosbarth Effeithiol		*				Cyfweliad / Gwers
* Sgiliau TGCh Effeithiol		*				Cais / Gwers
* Defnydd effeithiol o adnoddau		*				Gwers
* Gallu i arddangos ymrwymiad fel model o athro dosbarth da.		*				Cais / Cyfweliad / Gwers
* Ymwybyddiaeth o'r diwylliant Cymreig		*				Cais / Cyfweliad / Gwers
SGILIAU PERSONOL						
* Gallu i arwain eraill		*				Cais / Gwers/ Cyfweliad
*Gallu i weithio fel aelod o dim, gan ddangos hyblygrwydd		*				Cais / Cyfweliad
* Sgiliau cyfathrebu da – y gallu i gyfathrebu i safon uchel, yn ysgrifenedig ac ar lafar, drwy gyfrwng y Gymraeg a'r Saesneg		*				Cais / Cyfweliad / Cyflwyniad / Tasg ysgrifenedig
* Gallu i gyfrannu'n ystyrion ac adeiladol at drafodaeth		*				Cyfweliad
* Yn brydlon a meddu ar gyfrifoldeb o reolaeth		*				Cais / Cyfweliad
* Llawn cymhelliant ac yn ymrwymo i sicrhau safonau uchel o gyflawniad		*				Cais / Cyfweliad / Gwers
* Ymrwymiad i ddatblygiad proffesiynol parhaus		*				Cais / Cyfweliad
*Brwdfrydedd, dyfeisgarwch, qonestrwvdd. ymroddiad		*				Cais / Gwers / Cyfweliad

Gwerthoedd Craidd/Cydraddoldeb ac Amrywioldeb

Disgwylir i bob gweithiwr gynnal gwerthoedd craidd yr awdurdod a glynu at egwyddorion Polisi Cydraddoldeb ac Amrywiaeth yr awdurdod neu, os ydynt yn gweithio mewn ysgol, Bolisi Cydraddoldeb ac Amrywiaeth yr ysgol, fel sy'n briodol i lefel atebolrwydd a chyfrifoldeb y swydd o fewn y sefydliad.

Sgiliau Cyfathrebu :-

Sylwer: Dylai'r gofynion o ran sgiliau ieithyddol swyddi gael eu hystyried yn unol â strategaeth sgiliau iaith yr Awdurdod. Cyfeiriwch at y Nodiadau Canllaw ar gyfer Rheolwyr sydd ar gael o ddilyn y ddolen ganlynol: <http://brian/worklife/hr/SitePages/Operational%20HR%20Team.aspx>

Ticiwch y blychau priodol

Sgiliau llafar Cymraeg

Hanfodol

Dymunol

Lefel

6

(Nodwch lefel o 1 i 6 os yw'n elfen hanfodol)

Sgiliau ysgrifennu Cymraeg

Hanfodol

Dymunol

Lefel

5

(Nodwch lefel o 1 i 5 os yw'n elfen hanfodol)

Sgiliau llafar Saesneg

Hanfodol

Dymunol

Lefel

6

(Nodwch lefel o 1 i 6 os yw'n elfen hanfodol)

Sgiliau ysgrifennu Saesneg

Hanfodol

Dymunol

Lefel

5

(Nodwch lefel o 1 i 5 os yw'n elfen hanfodol)

Iaith arall – Nodwch yr iaith y mae sgiliau ynddi'n ofynnol:-

Llafar

Ysgrifennu

Hanfodol

Dymunol

Hanfodol

Dymunol

O ran gofynion ieithyddol hanfodol, nodwch lefel o 1 i 6 ar gyfer llafar ac o 1 i 5 ar gyfer ysgrifennu

AMGYLCHIADAU ARBENNIG:

Os bernir bod archwiliad o gofnodion troseddol yn berthnasol i'r swydd hon, rhaid nodi'r math o archwiliad a'r rheswm dros ei gynnal isod.

Llenwch bob un o'r tair adran drwy roi tic wrth lefel y datgeliad sy'n ofynnol a'r math o weithlu, a rhoi cyfiawnhad am yr archwiliad.

Os bydd angen cymorth arnoch i lenwi'r adran hon cyfeiriwch at y canllawiau sydd ar gael yma: <http://brian/worklife/hr/SitePages/Operational%20HR%20Team.aspx> neu gofynnwch i'ch Swyddog Adnoddau Dynol am gyngor.

Adran A – y math o ddatgeliad

DATGELIAD SAFONOL

DATGELIAD MANWL

DATGELIAD MANWL GAN WIRIO'R RHESTR WAHARDDDEDIG

Adran B – y math o weithlu

Y GWEITHLU PLANT

Y GWEITHLU OEDOLION

Y GWEITHLU PLANT AC OEDOLION

GWEITHLU ARALL

Y RHESWM: Gweithio mewn ysgol

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PARATOWYD GAN: Pennaeth

Y DYDDIAD PARATOI: Mawrth 2022

Ysgol Gymraeg Dewi Sant

Job Description

Post title: Deputy Headteacher

Level: L11 – L15

Post No.: 010804

Responsible to: Headteacher – Mrs Ann Clwyd Davies

Objectives of the post:

In cooperation with, and under the direction of, the Headteacher, the Deputy Headteacher will:

- perform a key leadership role in the strategic planning processes of the school
- support the Headteacher in the leadership and management of the school, including the monitoring, evaluation and review of systems
- provide effective professional challenge and support to the Headteacher and senior colleagues
- make available critical information and advice to colleagues and the Governing Body and provide robust support of accountability processes across the school
- oversee the academic and curricular life of the school
- assist in the formulation of policies and procedures for the school which lead to improved outcomes for pupils
- work with the Senior Management Team (SMT) to initiate and manage change - **extensive experience of leading on change management at a whole school level is essential for the post**
- deputise for the Headteacher, as required.

Duties:

The current School Teachers' Pay and Conditions document describes duties which are required to be undertaken by teachers in the course of their employment. In addition, certain particular duties are reasonably required to be exercised, and completed, in a satisfactory manner. It is the contractual duty of the post holder to ensure that his/her professional duties are discharged effectively.

This job description sets out the duties to be undertaken and performed to the satisfaction of the Headteacher and Governing Body by the post holder in the role of Deputy Headteacher. The duties set out below are in addition to the overall KS2 class teaching requirement commensurate with the post.

Key leadership responsibilities:

Strategic development

To:

- work with the Headteacher and Governing Body in setting school targets
- be a member of the SMT to contribute to the formulation of school policies which provide for effective school improvement
- accept corporate responsibility for decisions taken and to ensure, with the Headteacher, that decisions are fully implemented

- assist the Headteacher in reviewing annually the School Development Plan (SDP) and in evaluating the impact of SDP objectives on school performance
- provide support to the Curriculum Committee of the Governing Body, as well as other committees, as appropriate
- undertake any other duties and responsibilities which the Headteacher may reasonably require

Academic leadership and curriculum planning

To:

- be first point of reference for curricular issues within the school
- keep abreast of best practice in curriculum development and make concomitant recommendations to the SMT
- lead the development of a rich, broad and engaging curriculum which meets the needs of the full range of pupils in the school
- take a lead in determining appropriate pupil groupings
- to coordinate the preparation of schemes of work that match the abilities of different pupils, conform to the requirements of the national curriculum and statutory assessments and facilitate equality of opportunity and experience for all pupils
- ensure that schemes of work reflect national priorities
- ensure that the LNF Framework is implemented
- ensure curriculum progression for all pupils, including those who are identified as being more able and talented (MAT) and as requiring learning support
- liaise with partner schools and institutions over matters relating to KS2/KS3 transition and other national strategy and curriculum innovations
- take responsibility for the production of an effective timetable which meets the needs of pupils within the confines of statutory frameworks, the resources available and the principles of securing value for money
- lead the development of a highly effective assessment and progress-tracking framework in order to maximise the relevance of assessment and reporting systems as a vehicle for improved pupil outcomes; oversee the smooth-running of electronic systems to support the management of academic data
- take a lead role in the analysis of key school performance data to ensure priorities are appropriate and improvement in standards is promoted; update the school's Self-Evaluation Report (SER)

Staff

To:

- assist in the appointment of staff, as appropriate

- liaise with the Foundation Phase Staff on INSET requirements in order to agree the annual professional development programme
- act as Performance Management (PM) reviewer for a number of colleagues within school, setting high standards of professional performance and recognition of excellent practice, while being prepared to draw attention to areas needing improvement

General

To:

- safeguard the welfare of pupils
- lead good order and discipline in the school
- celebrate and encourage the achievements of pupils
- act as mentor for individual or groups of pupils, as appropriate
- promote the aims of the school development plan
- attend all meetings relevant to the post
- monitor and evaluate classroom practice and provide advice and support for colleagues, as appropriate
- be committed to personal professional development, taking part in in-service training and performance management
- attend and lead assemblies, as appropriate
- perform supervisory duties in accordance with published rotas
- meet with parents/carers, as required
- follow school procedures and those laid down by the Governing Body and Local Authority
- ensure community links remain strong and report on school activities and successes

PERSON SPECIFICATION

Post Title: Deputy Headteacher
Location: Ysgol Gymraeg Dewi Sant

		Essential		Desirable		Assessment
QUALIFICATIONS						
* Graduate		*				Application form and relevant certificates
* DfES recognised qualification		*				
KNOWLEDGE						
* Knowledge of Key Stage 2 and its methodology		*				Application form / Interview / Presentation
* Knowledge of Foundation Phase and its methodology		*				Application form / Interview
* Knowledge of the National Curriculum and Skills Framework		*				Application form / Interview
* Have a clear understanding of the needs of Primary aged children		*				Interview / Lesson Observation
* Knowledge of effective use of ICT		*				Application form / Interview/lesson observation
* Middle management qualification				*		Application form / Interview
EXPERIENCE						
* Primary teaching experience		*				Application form
* Experience of team teaching				*		Application form
* Experience of teaching in KS2				*		Application form / Interview
* Effective inclusion practice		*				Application form / Lesson obs / Interview
* Experience of working with ALN pupils				*		Application form / Interview
JOB RELATED SKILLS						
* Effective preparation / presentation of lessons or sessions		*				Lesson obs
* Effective Classroom Management		*				Interview / Lesson obs
* Good ICT Skills		*				Application form/lesson obs
* Good use of resources / areas		*				Lesson obs
* Ability to demonstrate effectiveness and commitment as a model of being a 'Good' Classroom Teacher		*				Application form / Interview / Lesson obs
* Knowledge of the Welsh Culture		*				Application form / Interview / Lesson obs
PERSONAL SKILLS						
* Ability to lead others		*				Application form / Lesson obs / Interview
* Ability to work as a member of a team, demonstrating flexibility		*				Application form / Interview
* Good communication skills - the ability to communicate through Welsh and English to a high standard both orally and written		*				Application form / Interview / Presentation / Written task
* Ability to contribute meaningfully and constructively to a discussion		*				Interview
* Ability to be punctual, and to take responsibility for time management		*				Application form / Interview
* Be highly motivated and committed to ensuring and maintaining high standards of achievement		*				Application form / Interview/lesson observation
* Committed to continuous professional development		*				Application form / Interview
* Enthusiasm, initiative, honesty, commitment		*				Application form / Lesson Obs / Interview

Core Values / Equality and Diversity

Every employee is expected to uphold the authority's core values and maintain the principles of the authority's Equality and Diversity Policy or, if employed within a school, the school's Equality and Diversity Policy, as appropriate to the accountabilities and seniority of the post within the organisation.

Communication Skills-

Note: Linguistic skills requirements for posts should be considered in accordance with the authority's Language Skills Strategy. Please refer to guidance notes for managers available on the following link: <http://brian/worklife/hr/SitePages/Operational%20HR%20Team.aspx>

Please tick the appropriate boxes

Welsh verbal skills

Essential

☐

Desirable

☐

Level

6

(Please indicate level between 1 and 6 if an essential requirement)

Welsh written skills

Essential

☐

Desirable

☐

Level

5

(Please indicate level between 1 and 5 if an essential requirement)

English verbal skills

Essential

☐

Desirable

☐

Level

6

(Please indicate level between 1 and 6 if an essential requirement)

English written skills

Essential

☐

Desirable

☐

Level

5

(Please indicate level between 1 and 5 if an essential requirement)

Other language – please state the language that skills are required in:-

Verbal

Essential

Desirable

Written

Essential

Desirable

For essential linguistic requirements please indicate level between 1 and 6 for verbal and 1 and 5 for written skills

SPECIAL CIRCUMSTANCES:

Where a criminal record check has been identified as relevant to the post, the level of check and justification for carrying out such a check must be specified below.

Please complete all three sections by ticking the level of disclosure required and the workforce type providing a justification for the check.

If you need any assistance in completing this section please refer to the guidance available here: <http://brian/worklife/hr/SitePages/Operational%20HR%20Team.aspx> or ask your HR Officer for advice.

Section A – type of disclosure

STANDARD DISCLOSURE

ENHANCED DISCLOSURE

ENHANCED DISCLOSURE WITH BARRED LIST CHECK

*

Section B – workforce type

CHILD WORKFORCE

ADULTS WORKFORCE

CHILDREN AND ADULTS WORKFORCE

OTHER WORKFORCE

*

JUSTIFICATION: Working in a school

PREPARED BY: Headteacher

DATE PREPARED: March 2022

