

TEITL Y SWYDD: Athro/Athrawes Arbenigol ADY

Teitl y Swydd:	Athro/Athrawes ar gyfer Disgyblion ag Anawsterau Dysgu Cymhleth, Difrifol a Dwys a Lluosog	
Lleoliad:	Ysgol Heol Goffa	
Swydd:	Athro Dosbarth/Athrawes Ddosbarth	Gradd: MPS a phwyntiau AAA Yn briodol i gymwysterau a phrofiad
Adran:	Addysg a Gwasanaethau Plant	
Swydd:	Athro/Athrawes	
Yn atebol i:	Y Pennaeth a'r Corff Llywodraethu	

Yn gyfrifol am:

- Dosbarth o bobl ifanc ag anawsterau dysgu cymhleth, difrifol a dwys a lluosog
- Arwain tîm o Gynorthwywyr Addysgu sy'n galluogi pobl ifanc i wella eu dysgu yn y dosbarth.

Prif Ddiben y Swydd:

- Mae'r swydd yn sicrhau y gall disgyblion ag anawsterau dysgu cymhleth, difrifol a dwys a lluosog dderbyn cwricwlwm priodol, cyflawni eu potensial a chael eu cynnwys i'r graddau helaethaf posib.
- Bydd deiliad y swydd yn sicrhau bod anghenion pob person ifanc yn cael eu dynodi, y cynllunnir yn ofalus ar eu cyfer ac y cânt eu diwallu trwy ddull dysgu personol cadarn.
- Caiff cynnydd a chyflawniad disgyblion eu hasesu a'u monitro'n ofalus i sicrhau bod eu dysgu yn cael ei deilwra i'w cryfderau a'u hanghenion.
- Bydd deiliad y swydd yn gweithio'n rhan o dîm cynhwysol sy'n diwallu anghenion ystod eang o ddisgyblion ar draws yr ysgol.

Y Prif Gyfrifoldebau:

- Sicrhau bod disgyblion yn ddiogel ac yn cael eu rheoli'n briodol bob amser.
- Defnyddio dull cyfathrebu cyflawn o ddatblygu amgylchedd sy'n addas ar gyfer cyfathrebu.
- Meithrin perthynas waith gynhyrchiol â staff a disgyblion a gosod disgwyliadau priodol.
- Monitro a gwerthuso ymatebion disgyblion i dasgau dysgu drwy ddefnyddio amryw o strategaethau asesu a monitro.
- Cofnodi cynnydd a chyflawniad yn drefnus, gan ddarparu tystiolaeth o'r amrywiaeth a'r lefel o gynnydd a chyrraethiad disgyblion.
- Cyflwyno adborth/adroddiadau gwrthrychol a chywir yn ôl y gofyn, a hynny ynghylch cyflawniad, cynnydd ac ymddygiad disgyblion, gan sicrhau bod tystiolaeth briodol ar gael.
- Gweithio yn unol â pholisi ymddygiad a sefydlwyd i ragweld a rheoli ymddygiad yn adeiladol a hyrwyddo hunanreolaeth ac annibyniaeth.
- Datblygu a darparu cwricwlwm ystyrlon, perthnasol a phriodol i ddiwallu anghenion amrywiol y disgyblion.
- Cynnal adolygiadau rheolaidd o gynnydd disgyblion a chymryd rhan mewn cyfarfodydd perthnasol.
- Meithrin cysylltiadau cadarnhaol a chyfathrebu ag asiantaethau/gweithwyr proffesiynol eraill i roi cyfleoedd dysgu a chraidd cydlynol i ddisgyblion.

- Cadw cofnodion manwl clir o lwyddiant a chyflawniadau disgyblion a sicrhau bod gwybodaeth yn cael ei rhannu'n briodol.
- Sicrhau bod Cynlluniau Datblygu Unigol, Cynlluniau Addysg Unigol, Proffiliau Un Dudalen, Pum Ffordd i Ffynnu, Cynlluniau Gofal Iechyd a chynlluniau perthnasol eraill disgyblion yn cael eu hadolygu, eu rhoi ar waith a'u diweddarau yn ôl y gofyn.
- Arsylwi ac ymgysylltu â myfyrwyr a deall eu dewisiadau a'r hyn sy'n well ganddynt.
- Meithrin perthynas effeithiol â rhieni/gofalwyr, gan gyfnewid gwybodaeth a hwyluso eu gwybodaeth i gefnogi cynnydd disgyblion.
- Cydymffurfio â pholisïau a gweithdrefnau Ysgol Heol Goffa a helpu i'w datblygu.
- Rheoli a threfnu amgylchedd ac adnoddau dysgu priodol.
- Sicrhau bod staff cymorth yn cael eu defnyddio'n effeithiol er mwyn diwallu anghenion y disgyblion yn y ffordd orau.
- Cyfrannu at ethos/nodau/gwaith Ysgol Heol Goffa.

Gofynion Cyffredinol

- Mae Datgeliad Manwl gan y Gwasanaeth Datgelu a Gwahardd a chofrestriad Awdurdod Diogelu Annibynnol (ISA) yn ofynnol ar gyfer y swydd hon gan yr ystyrir y gwaith hwn yn Weithgaredd a Reoleiddir o dan Gyfarwyddyd Fetio a Gwahardd 2009.
- Bydd disgwyl i ddeiliad y swydd fynd i'r afael â pholisïau a threfniadau iechyd a diogelwch mewn modd rhagweithiol er mwyn sicrhau safon uchel o arferion gwaith diogel.
- Bydd disgwyl i ddeiliad y swydd fynd ati'n weithgar i gefnogi a gweithredu'r egwyddorion a'r arferion cyfle cyfartal fel y'u nodwyd ym Mholisi Cyfle Cyfartal yr Ysgol.
- Bydd deiliad y swydd yn mynychu ac yn cymryd rhan mewn amrywiaeth o gyfarfodydd gan gynnwys cyfarfodydd tîm a staff, nosweithiau agored a nosweithiau rhieni fel y nodir yn y llawlyfr staff a'r calendr.
- Bydd deiliad y swydd yn chwarae rhan lawn ym mywyd cymuned yr ysgol, yn cefnogi ei chenhadaeth a'i hethos arbennig ac yn annog staff a myfyrwyr i ddilyn yr esiampl hon.
- Bydd deiliad y swydd yn mynd ati i hyrwyddo polisïau corfforaethol yr ysgol.
- Bydd deiliad y swydd bob amser yn dilyn polisïau a gweithdrefnau diogelu Ysgol Heol Goffa ac yn ymddwyn yn briodol tuag at blant ac oedolion sy'n agored i niwed, yn y gwaith ac yn eu bywydau personol.
- Bydd deiliad y swydd yn dilyn Cod Ymddygiad Ysgol Heol Goffa.
- Rydym yn cadarnhau bod y ddogfen hon yn cyfleu disgrifiad llawn a chywir o'r swydd ym mis Mai 2022.

Llofnod Dyddiad (Pennaeth)

Llofnod Dyddiad (Athro/Athrawes)

Rwyf yn cydnabod fy mod wedi gweld a derbyn copi o'r disgrifiad swydd.

Enw (printwch)

Manyleb Person Athro/Athrawes Arbenigol ADY, Ysgol Heol Goffa

	Hanfodol	Dymunol	Ffurflen gais (Ff) Cyfweliad (C)
Cymwysterau Proffesiynol			
Gradd a statws athro cymwysedig	✓		Ff
Tystiolaeth o Ddatblygiad Proffesiynol Parhaus	✓		Ff / C
Cymhwyster arbenigol mewn anghenion addysgol arbennig		✓	
Dysgu ac Addysgu			
Dealltwriaeth a phrofiad o addysgu pobl ifanc â chyflyrau'r Sbectwm Awtistig sydd ag Anawsterau Dysgu Cymhleth, Difrifol a Dwys a Lluosog	✓		Ff / C
Y gallu i hyrwyddo ymddygiad cadarnhaol	✓		Ff / C
Tystiolaeth o'r defnydd o strategaethau llwyddiannus i wella perfformiad disgyblion	✓		Ff / C
Sgiliau a nodweddion			
Gallu arwain tîm a chael y gorau allan o staff a myfyrwyr	✓		Ff / C
Defnyddio dull cyfathrebu cyflawn o ddatblygu amgylchedd sy'n addas ar gyfer cyfathrebu	✓		Ff / C
Gallu paratoi Cynlluniau Datblygu Unigol, Cynlluniau Addysg Unigol a Chynlluniau Gofal Iechyd a chynlluniau perthnasol eraill disgyblion	✓		Ff / C
Gallu darparu adborth/adroddiadau gwrthrychol a chywir ynghylch cyflawniad, cynnydd ac ymddygiad disgyblion	✓		Ff / C
Gallu meithrin perthynas effeithiol â rhieni/gofalwyr i gefnogi ymddygiad a chynnydd disgyblion	✓		Ff / C
Gallu meithrin cysylltiadau cadarnhaol a chyfathrebu ag asiantaethau/gweithwyr proffesiynol eraill	✓		Ff / C
Anghenion penodol i'r ysgol			
Y gallu i gyfathrebu yn Gymraeg, yn ysgrifenedig ac ar lafar		✓	Ff / C
Hyfforddiant mewn rheoli ymddygiad cadarnhaol a hyfforddiant strategaethau trin		✓	Ff / C
Gwybodaeth a Dealltwriaeth Broffesiynol			
Gwybodaeth am Ddeddf Anghenion Dysgu Ychwanegol a'r Tribiwnlys Addysg (Cymru) 2018		✓	Ff / C
Gwybodaeth dda am y materion cyfredol ym maes addysg yng Nghymru a'u heffaith debygol ar yr ysgol	✓		Ff / C
Gwybodaeth a dealltwriaeth o faterion cyfoes ac arferion gorau mewn addysg	✓		Ff / C
Rhinweddau Personol			
Ymrwymiad llwyr i fyfyrwyr a'u dysgu, eu llesiant a'u diogelwch	✓		Ff / C
Ymrwymiad clir i gynhwysiant a chyfle cyfartal	✓		Ff / C
Ymrwymiad i ddatblygiad proffesiynol parhaus	✓		Ff / C
Unigolyn gonest, parchus, gweithgar, empathig sy'n gweithio'n dda fel rhan o dîm	✓		Ff / C



JOB DESCRIPTION



JOB TITLE: Specialist Teacher ALN

Post Title:	Teacher for pupils with Complex, Severe and Profound and Multiple Learning Difficulties	
Location:	Ysgol Heol Goffa	
Position:	Class Teacher	Grade: MPS plus SEN points Appropriate to qualifications and experience
Department:	Education and Children's Services	
Position:	Teacher	
Accountable to:	Headteacher and Governing Body	

Accountable for:

- A class of young people with complex, severe and profound and multiple learning difficulties
- Leading a team of Teaching Assistants that enable young people to enhance their learning within the class.

Main purpose of the job:

- The post ensures the pupils with complex, severe and profound and multiple learning difficulties can access an appropriate curriculum, achieve their potential and secure optimum inclusion.
- The post holder will ensure that each young person's needs are identified, carefully planned for and met through a robust personalised learning approach.
- Pupils' progress and achievement will be carefully assessed and monitored to ensure that their learning is tailored to their strengths and needs.
- The post holder works as part of an inclusive team that meets the needs of a wide range of pupils across the school.

Principal accountabilities:

- To ensure pupils are made safe and appropriately managed at all times.
- To use a total communication approach to developing a communication friendly environment.
- To establish productive, working relationships with staff and pupils and setting appropriate expectations.
- Monitor and evaluate pupil responses to learning tasks through a range of assessment and monitoring strategies.
- Record progress and achievement systematically and providing evidence of range and level of progress and attainment.
- Provide objective and accurate feedback/ reports as required on pupil achievement, progress and behaviour ensuring the availability of appropriate evidence.
- Work within an established behaviour policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- To develop and provide a meaningful, relevant and appropriate curriculum to meet the pupils' diverse needs.
- To undertake regular reviews of pupil progress and participate in relevant meetings.

- Establish constructive relationships and communicate with other agencies/professionals to provide pupils with coherent learning and core opportunities.
- To maintain clear detailed records of pupil success and achievements and ensure information is shared appropriately.
- To ensure that pupil's IDPs, IEPs, One-Page Profiles, Five to Thrive, Health Care Plans and other relevant plans are reviewed, implemented and updated as required.
- To observe and engage with students and understand their choices and preferences.
- Establish effective relationships with parents/carers, exchanging information, facilitating their knowledge to support pupil progress.
- To comply with and assist with the development of the policies and procedures of Ysgol Heol Goffa.
- To manage and organise appropriate learning environment and resources.
- To ensure the effective deployment of support staff to best meet the needs of the pupils.
- Contribute to the ethos/aims/work of Ysgol Heol Goffa.

General Requirements

- This position has a requirement for an Enhanced DBS Disclosure and ISA registration as it is classed as Regulated Activity under the Vetting and Barring Guidance, 2009.
- The post holder will be expected to address health and safety policies and arrangements in a pro-active manner to ensure that a high standard of safe working practices is maintained.
- The post holder will be expected to actively support and implement the principles and practice of equality of opportunity as laid down in the School's Equal Opportunities Policy.
- The post holder will attend and participate in a range of meetings including team and staff meetings, Open and parent evenings as laid down in the staff handbook and calendar.
- The post holder will play a full part in the life of the school community, support its distinctive mission and ethos and encourage staff and students to follow this example.
- The post holder will promote actively the school's corporate policies.
- The post holder will always follow the Ysgol Heol Goffa safeguarding policies and procedures and behave appropriately towards children and vulnerable adults, both in work and in their personal lives.
- The post holder will follow the Ysgol Heol Goffa Code of Conduct.
- We confirm that this document conveys a full and accurate description of the job as at May 2022.

Signed Date (Headteacher)

Signed Date (Teacher)

I acknowledge that I have seen and received a copy of the job description.

Name (please print)

Person Specification Specialist Teacher ALN, Ysgol Heol Goffa

	Essential	Desirable	Application A Interview I
Professional Qualifications			
Degree and qualified teacher status	✓		A
Evidence of Continuous Professional Development	✓		A / I
Specialist qualification in special educational needs		✓	
Learning and Teaching			
Understanding of and experience of teaching young people with Autistic Spectrum conditions with Complex, Severe and Profound and Multiple Learning Difficulties	✓		A / I
Ability to promote positive behaviour	✓		A / I
Evidence of the use of successful strategies to enhance pupil performance	✓		A / I
Skills and attributes			
Able to lead a team and get the best out of staff and students	✓		A / I
To use a total communication approach to developing a communication friendly environment.	✓		A / I
Able to prepare pupil IDPs, IEPs, Health Care Plans and other relevant plans	✓		A / I
Able to provide objective and accurate feedback/reports on pupil achievement, progress and behaviour	✓		A / I
Able to establish effective relationships with parents/carers to support pupil behaviour and progress	✓		A / I
Able to establish constructive relationships and communicate with other agencies/professionals	✓		A / I
School specific needs			
Ability to communicate in written and spoken Welsh		✓	A / I
Training in positive behaviour management and handling strategies training		✓	A / I
Professional Knowledge and understanding			
Knowledge of The Additional Learning Needs and Education Tribunal (Wales) Act 2018		✓	A / I
A good knowledge of the current issues in education in Wales and their likely impact on the school	✓		A / I
Knowledge and understanding of contemporary issues and best practice in education	✓		A / I
Personal Qualities			
An absolute commitment to students and their learning, wellbeing and safety	✓		A / I
Clear commitment to inclusion and equality of opportunity	✓		A / I
A commitment to continuing professional development	✓		A / I
Honest, respectful, hardworking, empathetic and a team player	✓		A / I