



Proffil Swydd/Job Profile

Teitl y Swydd – Athro/Athrawes ADY:
Arweinydd Llythrennedd

Post Title – ALN Teacher: Lead for Literacy

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| Adran | Addysg a Phlant |
| Department | Education and Children |

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| Is-adran/Adain | Cwricwlwm a Lles / Gwasanaethau Cymorth Ymddygiad a UCD |
| Division/Section | Curriculum and Wellbeing / Behaviour Support Services and PRU's |

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|-------------|-----------------------|
| Gradd/Grade | MPS/UPS + 1 SEN point |
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| Rhif y Swydd/Post Number | 026825 |
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| Paratowyd Gan/Prepared By | Jo Antoniazzi |
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| Dyddiad/Date | Ebrill /April 2022 |
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Prif Ddiben y Swydd

- Cynllunio ar y cyd ar gyfer datblygu llythrennedd yn flaengar ar draws y ddarpariaeth.
- Sicrhau bod pob disgybl ar draws Cyfnod Allweddol 3 a 4 sydd ag Anghenion Dysgu Ychwanegol yn cael mynediad i gwricwlwm iaith, llythrennedd a chyfathrebu eang, cytbwys a gwahaniaethol.
- Cefnogi'r tîm staffio i weithredu dull trawsgwricwlaidd drwy asesu, cynllunio, cyflwyno a monitro iaith, llythrennedd a chyfathrebu yn effeithiol.
- Arwain darpariaeth gydgysylltiedig o'r holl ymyriadau sy'n cefnogi rhaglenni llythrennedd a chyfathrebu o dan arweiniad y Cydlynedd Anghenion Dysgu Ychwanegol.

Y Prif Ddyletswyddau

- Gweithio yn unol â Safonau Proffesiynol Athrawon.
- Addysgu sgiliau iaith, llythrennedd a chyfathrebu i ddisgyblion yng Nghyfnod Allweddol 3 a 4 sydd ag Anghenion Dysgu Ychwanegol.
- Addysgu disgyblion Cyfnod Allweddol 4 yn unol â safonau arholiadau cenedlaethol.
- Hyrwyddo, modelu a chyflwyno arferion iaith, llythrennedd a Chyfathrebu arloesol ar draws y ddarpariaeth Uwchradd a darparu gwaith cymedroli mewnol o ran gwaith cwrs.
- Defnyddio adnoddau'n effeithiol i sefydlu amgylchedd ac arlwy cwricwlwm sy'n gyfoethog o ran llythrennedd.
- Cefnogi Tîm yr Uwch-arweinwyr i hunanddatblygu'n llwyddiannus drwy weithredu'r gwaith o asesu, cynllunio, cyflwyno a monitro iaith, llythrennedd a chyfathrebu yn ystyriol ar draws y cwricwlwm.
- Mentora cydweithwyr i ddarparu amcanion addysgu a dysgu personol sy'n greadigol ac yn uchelgeisiol sy'n cael eu gwahaniaethu i ddiwallu anghenion disgyblion.
- Cael y wybodaeth ddiweddaraf am ddatblygiadau cyfredol o ran cefnogi llythrennedd a chyfathrebu ar gyfer dysgwyr sy'n agored i niwed a'u hyrwyddo.
- Hyrwyddo integreiddio cymhwysedd digidol ar draws y cwricwlwm llythrennedd a chyfathrebu.
- Arwain mentrau llythrennedd a chyfathrebu gan gynnwys: Empathy Lab, Read Write Inc, Talk for Reading, Llythrennedd Dyfal Donc ac ati.
- Gweithredu ymyriadau ACEY yn unol â phroffil un dudalen plentyn ac asesiad risg.
- Gweithio gyda'r holl weithwyr proffesiynol, rhieni a disgyblion mewn modd perthynol, ymwybodol o drama ac adferol.
- Ymgymryd ag unrhyw ddyletswyddau rhesymol eraill ar lefel sy'n gymesur â'r rôl.

Yn gyfrifol am staff/offer

Cynorthwywyr Addysgu.
Adnoddau llythrennedd.

Yn atebol i

Rheolwr y Ganolfan

Meini Prawf Hanfodol

Cymwysterau, Hyfforddiant Galwedigaethol, Aelodaethau Proffesiynol

Statws Athro Cymwysedig

Hyfforddiant Perthnasol

Sgiliau sy'n Ymwneud â'r Swydd a Galluoedd

Mentora, hyfforddi, modelu a hyrwyddo datblygiad proffesiynol pobl eraill.

Profiad o arwain, creu a gweithredu cynllunio trawsgwricwlaidd.

Y gallu i wahaniaethu gwaith a gweithredu ystod o ymyriadau i wneud y mwyaf o ymgysylltu â disgyblion a'u cynnydd.

Gwybodaeth

Gwybodaeth a dealltwriaeth o ddysgu gwahaniaethol ar gyfer ADY.

Ymarfer Adferol, Perthynol ac Ymwybodol o Drawma.

Maes Dysgu a Phrofiad: Iaith, Llythrennedd a Chyfathrebu.

Hyfforddiant Emosiynau, Chwarae Cadarnhaol ac Ymwybyddiaeth Ofalgar.

Profiad

Addysgu o fewn lleoliad prif ffrwd.

Cyflwyno cwricwlwm Saesneg cyfnod allweddol 4.

Darparu ymyriadau 'dal i fyny' â llythrennedd, iaith ac/neu gyfathrebu ar gyfer disgyblion ADY.

Gweithio mewn lleoliad ACEY neu gyda disgyblion ACEY (dymunol).

Rhinweddau Personol

Amynedd. Ymddiriedaeth. Gonestrwydd. Positifrwydd. Gweithredu yn unol â gwerthoedd yr ysgol.

Ymarferydd Myfyriol.

Hyblygrwydd ac yn gallu addasu.

Uchelgeisiol ar gyfer dysgwyr sy'n agored i niwed.

Cydnerthedd.

Meini prawf dymunol

Arbenigedd mewn ADY. Hyfforddiant Teamteach neu Proact Scip.

Sgiliau Iaith a Chyfathrebu

Cliciwch ar y ddolen [Beth yw lefel eich gallu?](#)

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|----------------|-------------------------------|-----------------------------------|
| Cymraeg | Sgiliau Llafar Lefel 3 | Sgiliau Ysgrifennu Lefel 3 |
| Saesneg | Sgiliau Llafar Lefel 5 | Sgiliau Ysgrifennu Lefel 5 |
| Arall (nodwch) | | |

GWIRIADAU'R GWASANAETH DATGELU A GWAHARDD (DBS)

Gall fod gwiriadau DBS yn ofynnol ar gyfer rhai swyddi lle bydd angen gweithio gyda phlant ac oedolion agored i niwed. Mae'r canlynol yn ofynnol ar gyfer y swydd hon

Adran A – y math o ddatgeliad **Datgeliad Manwl gan wirio'r rhestr wahardd**

Adran B – y math o weithlu **Y gweithlu plant ac oedolion**

Y RHESWM

Gweithio gyda phlant agored i niwed a rhieni

UNRHYW WYBODAETH ARALL

Disgwylir i'r holl staff weithio o fewn safonau proffesiynol Cymru ar gyfer ymarferwyr ysgolion a dilyn gweithdrefnau Diogelu Cymru Gyfan.
Gwerthoedd Craidd/Cydraddoldeb ac Amrywiaeth - Disgwylir i bob gweithiwr gynnal gwerthoedd craidd yr awdurdod a chynnal egwyddorion Polisi Cydraddoldeb ac Amrywiaeth yr awdurdod.

Main Purpose of Job

- To ensure all pupils access a broad, balanced and differentiated language, literacy and communication curriculum for Key Stage 3 and 4 pupils with Additional Learning Needs.
- To support the staffing team in implementing a cross curricular approach through effective assessment, planning, delivery and monitoring of language, literacy and communication.
- To oversee the coordinated delivery of all interventions that support literacy and communication programmes under the guidance of the ALNCo.

Key responsibilities

- Teach language, literacy and communication to pupils in key stage 4 to national examination standards.
- Champion, model and deliver innovative Language, Literacy and Communication practices across the Secondary provision and provide internal moderation of coursework.
- Utilise resources effectively to establish a literacy rich environment and curriculum offer.
- Support the Senior Leadership Team in successful self-development through the implementation of meaningful assessment, planning, delivery and monitoring of language, literacy and communication across the curriculum.
- Mentor colleagues to provide creative and aspirational personalised teaching and learning objectives that are differentiated to meet pupil needs.
- Keep abreast of up-to-date developments in supporting literacy and communication for vulnerable learners and champion them.
- Promote the integration of digital competency across the literacy and communication curriculum.
- Implement SEBD interventions in line with a child's one page profile and risk assessment.
- Work with all professionals, parents and pupils in a relational, trauma informed and restorative manner.
- Undertake any other reasonable duties at a level commensurate with the role.

Responsible for staff/equipment

Teaching Assistants.
Literacy resources.

Reporting to

Centre Manager

Essential Criteria

Qualifications, Vocational training and Professional Memberships

Qualified Teacher status

Relevant training

Job Related Skills and Competencies

Mentoring, coaching, modelling and promoting the professional development of others

Experience of leading, creating and implementing cross curricular planning

Ability to differentiate work and implement a range of interventions to maximise pupil engagement and progress

Knowledge

Knowledge and understanding of differentiated learning for ALN

Restorative, Relational and Trauma Informed Practice

Language, Literacy and Communication AoLE

Emotion Coaching, Positive Play and Mindfulness

Experience

Teaching within a mainstream setting

Delivery of key stage 4 English curriculum

Delivering 'catch up' literacy, language and/or communication interventions for ALN pupils

Working within an SEBD setting or with SEBD pupils

Personal qualities

Patience. Trust. Honesty. Positivity. In line with the school values.

Reflective practitioner.

Flexible and adaptable.

Aspirational for vulnerable learners.

Desirable Criteria

ALN specialism. Teamteach or proact scip trained.

Language and Communication Skills

Click on the link [What level are you?](#)

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|----------------------|-----------------------|------------------------|
| Welsh | Spoken Level 3 | Written level 3 |
| English | Spoken Level 5 | Written level 5 |
| Other (please State) | | |

DISCLOSURE AND BARRING SERVICES (DBS) CHECKS

DBS Checks may be required for certain posts which work with children and vulnerable adults. This post requires:

Section A – type of disclosure **Enhanced Disclosure with Barred list check**

Section B – workforce type **Child and Adult Workforce**

JUSTIFICATION

Working with vulnerable children and parents

ANY OTHER INFORMATION

All staff are expected to work within the Welsh professional standards for school practitioners and follow the All Wales Safeguarding procedures.
Core Values/Equality & Diversity - Every employee is expected to uphold the authority's core values and maintain the principles of the authority's Equality and Diversity Policy.