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| **TEITL Y SWYDD:****MATH O GONTRACT:**  | Athro/Athrawes Arweiniol Parhaol o fis Medi 2024 (gellir ystyried cyfleoedd ar gyfer secondiad) |
| **RHIF ADNABOD Y SWYDD:**  | L23250002 |
| **GRADD/ CYFLOG:****ORIAU:**  | Graddfa Gyflog Athrawon (gan gynnwys UPS3 lle bo’n berthnasol) ynghyd â lwfans CAD 2 (£3,271)Llawn amser - 32.5  |
|  **PATRWM GWAITH:** **LLEOLIAD:** **GWIRIAD GWASANAETH DATGELU A GWAHARDD:** **SGILIAU IAITH GYMRAEG:**  | Dydd Llun i Ddydd Gwener yn unol â Dogfen Gyflog ac Amodau Athrawon Ysgol.Ysgol Gymraeg TrefynwyMae penodiad i'r swydd hon wedi'i heithrio o'r Ddeddf Adsefydlu Troseddwyr ac mae'n amodol ar Wiriad Datgelu a Gwahardd Manwl a Gwiriad Rhestr Wedi'i Wahardd o Blant Mae sgiliau yn y Gymraeg yn hanfodol.  |
| **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. |

**DIBEN Y SWYDD**

Mae’n bleser gan y Corff Llywodraethu Cysgodol gyhoeddi y bydd Ysgol Gymraeg Trefynwy yn agor ei drysau ym Medi 2024 fel egin ysgol ar safle Ysgol Gynradd Overmonnow, sy’n hawdd ei chyrraedd o brif drefi a dinasoedd fel Caerdydd (50 munud), Casnewydd (20 munud) a Chwmbrân (30 munud).

Yn ystod 2024-2025, bydd gwaith adeiladu sylweddol yn cael ei wneud i greu dwy ysgol annibynnol ar safle Overnomow. Disgwylir i ran newydd Ysgol Gymraeg Trefynwy agor ym mis Medi 2025, a bydd ganddi gapasiti cychwynnol o 90, gyda’r bwriad arfaethedig i gynyddu i 210 erbyn 2032, fel y nodir yn y Cynllun Strategol Cymraeg mewn Addysg diweddaraf. Bydd cynlluniau adeiladu ar gael sy'n dangos y gwaith arfaethedig sydd i fod i ddechrau'n fuan.

Mae gennym 12 o ddisgyblion o Feithrin i Flwyddyn 1 eisoes wedi cofrestru ac yn barod i ddechrau eu haddysg trwy gyfrwng y Gymraeg, sy’n foment gyffrous a hanesyddol i dref Trefynwy. Mae Cylch Ti a Fi ffyniannus, o dan arweinydd ysbrydoledig yn cyfarfod yn lleol, ac o 2025 ymlaen bwriedir agor Cylch Meithrin gyda darpariaeth cofleidiol lawn yn yr ysgol.

Rydym yn chwilio am ymarferydd Cam 1 a 2 ardderchog, ac arweinydd cyfnod creadigol ac ysbrydoledig i ddechrau ar y gwaith o sefydlu’r ysgol ochr yn ochr â’r Pennaeth a’r Corff Llywodraethu.

Mae'r plant yn barod ac yn aros amdanoch chi!

**Mae'r llywodraethwyr yn chwilio am rywun:**

* Sy’n gallu dangos profiad o fod yn ymarferwr ymroddedig i addysgu a dysgu ysbrydoledig;
* sy’n meddu ar sgiliau cyfathrebu, arwain a rhyngbersonol rhagorol;
* sy’n gallu cefnogi rheoli gofynion yr ysgol o ddydd i ddydd;
* ag angerdd i sicrhau bod pob plentyn yn llwyddo;
* yn meddu ar yr awydd a'r ymrwymiad i gefnogi'r Pennaeth Gweithredol i gyflawni blaenoriaethau cenedlaethol ac ysgol;
* sy’n fodel rôl ardderchog ac yn effeithiol wrth arwain, ysgogi a chefnogi tîm;
* sy’n gallu rheolwr llinell staff addysgu a chymorth yn effeithiol;
* sy’n gallu gweithio'n effeithiol mewn partneriaeth â chymuned ehangach yr ysgol;
* wedi ymrwymo i sicrhau diogelwch a lles ein holl ddisgyblion;
* sy’n meddu ar hunan-gymhelliant ac arloesol i yrru a chwblhau tasgau;
* sy'n athro cam cynnar 1 a 2 ysbrydoledig ac effeithiol.
* sy'n frwd dros ddiwylliant Cymru ac a fydd yn mwynhau'r her bwysig a hanesyddol o ailgysylltu cenhedlaeth newydd gyfan yn Ne-ddwyrain Cymru â'r Gymraeg. Sydd ag angerdd ac yn frwd ac eisiau rhannu'r Gymraeg gyda disgyblion a'r gymuned ehangach i'w galluogi i dyfu a byw trwy gyfrwng y Gymraeg.
* a fydd yn tynnu sylw at fanteision dwyieithrwydd mewn cymdeithas ddatganoledig sy'n newid yn barhaus fel yng Nghymru.
* sy'n barod i ymhél â heriau a chymhlethdodau sefydlu ysgol newydd ac a fydd yn sicrhau cydweithrediad da rhwng Ysgol Overmonnow ac Ysgol Gymraeg Trefynwy drwy gytundeb partneriaeth.
* sy'n barod i gydweithio ag ysgolion cynradd cyfrwng Cymraeg presennol Cyngor Sir Fynwy i harneisio agweddau gorau arfer da a dysgu ar y cyd er lles pob disgybl.
* sy’n unigolyn â ffocws cymunedol sy’n gallu cynnal, datblygu a hyrwyddo partneriaethau ag asiantaethau allanol a’r gymuned leol. Hoffem weld bod gan yr ysgol bresenoldeb blaenllaw yn y gymuned, gyda'r athro arweiniol yn eiriolwr dros y Gymraeg o fewn yr ysgol a'i defnydd yn y gymuned ehangach.
* sy’n cychwyn dangos meddwl strategol tuag at sefydlu cysylltiadau cryf â'r gymuned ehangach sy'n cefnogi ethos, diwylliant a gwerthoedd ysgol cyfrwng Cymraeg yng Ngogledd Sir Fynwy.
* sy'n mynd ati i hyrwyddo’r ysgol a recriwtio teuluoedd sydd eisiau dewis addysg Gymraeg yn Nhrefynwy a chanfod llwybr dwyieithrwydd ac a fyddai'n cefnogi ein hethos ni.
* sy’n meddu ar sgiliau fydd yn uniaethu a chydweithio gyda rhieni gan ddatblygu perthynas gref gyda’n cymuned o ofalwyr
* sy’n gallu dangos sgiliau rheoli cyfnod addysgol o ansawdd uchel i'r holl randdeiliaid (staff, rhieni, llywodraethwyr, ffrindiau a disgyblion) a gallu cyflwyno, trafod a chyfrannu at wneud penderfyniadau er lles pawb yng nghymuned yr ysgol.
* sy’n gallu cynorthwyo gyda rheoli'r adnoddau sydd ar gael i'r ysgol a sicrhau bod y rhain yn cael eu defnyddio'n effeithiol ac yn effeithlon.
* Sy’n gallu gwarantu y bydd pob plentyn yn derbyn addysg o'r radd flaenaf drwy gyfrwng y Gymraeg.

**Fel Corff Llywodraethu cysgodol, byddwn yn cynnig**

* amgylchedd croesawgar, cefnogol a gofalgar.
* tîm cryf o Gorff Llywodraethu cysgodol ymroddedig, profiadol ac angerddol.
* rhieni a gofalwyr cefnogol ac ymroddedig
* cyfleoedd hyfforddi i ddatblygu ymhellach yn broffesiynol.

**Dyddiad cau: Dydd Mawrth, 18fed Mehefin, 2024 - 12.00pm**

**Dyddiad y cyfweliad: Dydd Mawrth, 25ain Mehefin 2024**

Os ydych am gael unrhyw wybodaeth bellach am y rôl hon, mae croeso i chi gysylltu â’r aelod o’r Corff Llywodraethu canlynol: Elin Maher, Ffôn: 07970 304219

E-bost: elin.maher@ntlworld.com

**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 CV.

**I wneud cais am y swydd hon llenwch ffurflen gais drwy:**

[**https://www.monmouthshire.gov.uk/jobs-employment/**](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.monmouthshire.gov.uk%2Fjobs-employment%2F&data=05%7C02%7CDawnJames%40monmouthshire.gov.uk%7C2ba1bf35180e41aa312d08dc4f1b7e36%7C2c4d0079c52c4bb3b3cad8eaf1b6b7d5%7C0%7C0%7C638472226699179849%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=4SYR2M9xjG9Db7fp41kHTCPxVVfidoqXx3sDn3ffkN8%3D&reserved=0)

**neu**

[**https://www.eteach.com/jobs-in-monmouthshire-schools**](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.eteach.com%2Fjobs-in-monmouthshire-schools&data=05%7C02%7CDawnJames%40monmouthshire.gov.uk%7C2ba1bf35180e41aa312d08dc4f1b7e36%7C2c4d0079c52c4bb3b3cad8eaf1b6b7d5%7C0%7C0%7C638472226699179849%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=LW41tZQOqSPSx6Bhoy%2F6mK3ehwbx5PBLHnpbCCY16d0%3D&reserved=0)

Dylid 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.

Diolch am eich diddordeb yn y swydd hon.

Swydd-ddisgrifiad a Manyleb yr Unigolyn

## MANYLION Y SWYDD

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| **Teitl y Swydd:** | Athro/Athrawes Arweiniol |
| **Gradd:** | Graddfa Gyflog Athrawon (gan gynnwys UPS3 lle bo’n berthnasol) ynghyd â lwfans CAD 2 (£3,271) |
| **Cyfarwyddiaeth:** | Addysg |
| **Isadran:** | Ysgolion |
| **Lleoliad:** | Ysgol Gymraeg Trefynwy |

### CYFLWYNIAD

Mae’r swydd-ddisgrifiad hwn yn ategu’r safonau, y gwerthoedd a’r agweddau a nodir yn Safonau Proffesiynol ar gyfer Addysgu ac Arweinyddiaeth 2018. Bydd yr Athro Arweiniol yn cyd-fynd â'r gwerthoedd a'r tueddiadau trosfwaol a ddiffinnir o fewn Safonau Proffesiynol, ac yn dangos ac yn eu hyrwyddo:

1. Hawl broffesiynol
2. Yr iaith Gymraeg a diwylliant Cymru
3. Hawliau dysgwyr
4. Llythrennedd, rhifedd a chymhwysedd digidol
5. Y dysgwr proffesiynol
6. Rôl yn y system

Mae’n ofynnol i ddeiliad y swydd ymgymryd â chyfrifoldebau proffesiynol Athro Arweiniol fel y nodir yn y Ddogfen Cyflog ac Amodau Athrawon Ysgol.

### DIBEN Y SWYDD

Dan arweiniad y pennaeth, gwneud cyfraniad sylweddol at ddatblygu gweledigaeth eglur ar gyfer yr ysgol, gan gydweithio â holl randdeiliaid yr ysgol, a darparu’r arweinyddiaeth broffesiynol sy’n ofynnol i alluogi bob aelod o staff i gynorthwyo dysgwyr i gyflawni eu potensial llawn. Dylid gwneud hyn yn unol â pholisïau’r Corff Llywodraethu, ac yn unol â’r blaenoriaethau a amlinellir mewn strategaethau addysg lleol a chenedlaethol.

### MEYSYDD ALLWEDDOL

**Addysgeg**

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| 1. Bod yn atebol am gefnogi addysgeg pobl eraill trwy greu a chynnal yr amgylchiadau sy’n ofynnol i allu gwireddu’r pedwar diben ar gyfer dysgwyr a chyflawni’r gorau iddynt o ran llesiant, safonau a chynnydd.
 |
| 1. Cefnogi’r Pennaeth a’r Uwch Dîm Arwain i ddatblygu strategaethau, strwythurau a systemau, ar y cyd â holl randdeiliaid yr ysgol, i sicrhau bod yr ysgol yn gweithio’n effeithiol i wireddu’r weledigaeth a rennir gan yr ysgol a sicrhau gwelliant parhaus i’r ysgol, i alluogi cyflawni pedwar diben dysgu, gan ystyried amgylchiadau, polisïau a mentrau cenedlaethol a lleol.
 |
| 1. Cymell eraill a chydweithio â hwy i greu a chynnal ethos ac amgylchedd dysgu yn yr ysgol sy’n addas i sicrhau dysgu effeithiol.
 |
| 1. Sicrhau’r deilliannau gorau yn gyson i ddysgwyr trwy fireinio a datblygu addysgu yn raddol a dylanwadu ar ddysgwyr.
 |
| 1. Sicrhau fod y cwricwlwm yn cael ei drefnu a’i ddarparu a bod amrywiaeth o ddulliau addysgeg yn cael eu defnyddio yn yr ysgol, i gefnogi addysgu a dysgu rhagorol a chyflawni cwricwlwm Cymru.
 |
| 1. Sicrhau fod sylw cyson a pharhaus yn cael ei roi ar lefel yr ysgol gyfan i lesiant, profiad a chyflawniad dysgwyr, a chynorthwyo i sefydlu diwylliant sy’n gweld gwerth yn safbwyntiau dysgwyr i lywio pob cam o ddysgu a phrofiadau yn yr ysgol.
 |
| 1. Cefnogi i roi ar waith y polisïau ac arferion sy’n hybu’r iaith Gymraeg a diwylliant Cymru ac sy’n datblygu sgiliau dwyieithog dysgwyr fel y bo’n briodol.
 |
| 1. Sicrhau fod pedwar diben dysgu yn cael eu datblygu trwy greu strwythurau a system sy’n cefnogi cynllunio ac yn pwysleisio disgyblaethau’r gwahanol feysydd dysgu yn eu cyd-destun, i sicrhau fod addysgu a dysgu hynod o effeithiol yn digwydd.
 |
| 1. Cefnogi i rhoi ar waith y system effeithiol i fonitro a gwerthuso dylanwad profiadau dysgu a chynnydd dysgwyr er mwyn sicrhau gwelliant parhaus.
 |
| 1. Bod yn atebol am lesiant a deilliannau dysgwyr trwy gydweithio â phob rhanddeiliad perthnasol i sicrhau fod llesiant a chyflawniadau bob dysgwr yn cael eu gwerthfawrogi a’u bod yn amlwg ym mhob rhan o’r ysgol.
 |
| 1. Cefnogi i roi ar waith â rhanddeiliaid perthnasol, datblygu strategaethau, polisïau a systemau cynhwysol sy’n galluogi bob dysgwr i gael mynediad llawn at gyfleoedd i gyflawni a sicrhau fod eu hanghenion dysgu unigol yn cael eu diwallu.
 |
| 1. Hyrwyddo a sicrhau tegwch mewn llwybrau dysgu academaidd a galwedigaethol a llwybrau dysgu drwy brofiadau.
 |
| 1. Cydweithio â’r Pennaeth i ddatblygu a chyfleu disgrifiad cydlynol, dealladwy a chywir o berfformiad yr ysgol, wrth amrywiaeth o bartneriaid, yn cynnwys rhieni a llywodraethwyr, gan sicrhau bod hyn yn cynnwys llesiant a chynnydd disgyblion.
 |
| 1. Dan arweiniad y Pennaeth, rheoli cyfathrebu effeithiol ynghylch argymhellion sy’n deillio o adroddiadau a’r gwaith o weithredu’r argymhellion hynny, yn cynnwys deilliannau proses hunanwerthuso’r ysgol ac arolygon allanol gan Estyn er mwyn sbarduno a chynnal gwelliannau i’r ysgol.
 |
| 1. Cydweithredu â holl randdeiliaid yr ysgol i ddatblygu hinsawdd a diwylliant dysgu yn yr ysgol sy’n adlewyrchu cyfoeth ac amrywiaeth cymuned yr ysgol, yn cynnwys yr iaith Gymraeg a diwylliant Cymru gan feithrin balchder yn yr iaith Gymraeg a diwylliant Cymru.
 |
| 1. Mae Diogelu ac Amddiffyn 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.
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**Cydweithredu**

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| 1. Cefnogi i sefydlu hinsawdd o gyd-gynorthwyo a chydweithredu effeithiol o fewn yr ysgol ac â sefydliadau allanol i ddatblygu, gwella a rhannu addysgeg effeithiol.
 |
| 1. Cydweithio â’r pennaeth i sefydlu diwylliant o ddysgu cydweithredol yn yr ysgol a mynd ati i ymgysylltu â sefydliadau addysgol eraill, i ddatblygu cymunedau dysgu effeithiol.
 |
| 1. Cefnogi cydweithio effeithiol gyda rhanddeiliaid allanol gan gynnwys y trydydd sector a gweithwyr proffesiynol eraill ym maes addysg i annog dulliau gweithredu arloesol a chefnogi a gwella arferion beunyddiol y sefydliad sy’n dysgu.
 |
| 1. Sefydlu a datblygu partneriaethau yn yr ysgol a rhwng ysgolion i rannu arferion gorau a chynorthwyo â’r gwaith o ddatblygu ysgolion er lles pawb, er mwyn sicrhau ansawdd uchel a chymorth hyblyg i ddatblygu arferion proffesiynol.
 |
| 1. Cynorthwyo’r Pennaeth i gydweithio â’r corff llywodraethu, fel y gall gyflawni ei gyfrifoldebau i gefnogi addysgu a dysgu effeithiol a gwelliannau parhaus yn yr ysgol.
 |
| 1. Croesawu llywodraethu cryf a chefnogi’r Pennaeth i weithio gyda’r corff llywodraethu i ddeall ei waith a chefnogi gyda chyflawni ei swyddogaethau yn effeithiol.
 |
| 1. Sefydlu perthnasoedd effeithiol ac agored â rhieni, gofalwyr a’r gymuned leol ehangach er mwyn mynd ati i ennyn eu diddordeb yn llesiant, profiad a chynnydd dysgwyr, a sicrhau fod yr ysgol yn gwneud cyfraniad allweddol at fywyd y gymuned.
 |
| 1. Cydweithredu ag asiantaethau eraill, yn cynnwys yr awdurdod lleol, i gynnal llesiant dysgwyr a’u teuluoedd.
 |
| 1. Cynorthwyo i ddatblygu ymrwymiad ar lefel yr ysgol gyfan i sicrhau gwelliannau parhaus a datblygiad cynaliadwy trwy fynd ati i hyrwyddo a hwyluso cyfleoedd i gydweithredu ar gyfer bob aelod o staff, gan sicrhau fod y meysydd hynny sy’n peri pryder yn cael eu hadnabod yn briodol a gweithredu’n briodol i gefnogi a sicrhau perfformiad gwell.
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**Dysgu Proffesiynol**

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| 1. Cefnogi creu amgylchedd sy’n gwerthfawrogi dysgu proffesiynol, yn dylanwadu ar addysgeg ac yn cynorthwyo i sicrhau twf proffesiynol ar draws y gymuned ddysgu, o fewn yr ysgol a thu hwnt.
 |
| 1. Cefnogi cyfleoedd dysgu proffesiynol cyson sydd â ffocws penodol i staff, yn cynnwys cyfleoedd iddo ef/iddi hi ei hun, a sicrhau fod twf proffesiynol yn digwydd yng nghyd-destun yr angen i ddatblygu arferion addysgeg a darparu profiadau a chyflawni deilliannau i ddysgwyr.
 |
| 1. Cefnogi’r Pennaeth i ddatblygu diwylliant sy’n cefnogi twf ac arweinyddiaeth ar bob lefel trwy gefnogi datblygiad ac annog potensial pobl eraill i fod yn arweinyddion, a chyfrannu at y cyfleoedd sydd ar gael, i ddatblygu’r gallu i arwain yn yr ysgol.
 |
| 1. Cyfrannu at rwydweithiau a chymunedau proffesiynol i alluogi’r ysgol i wneud cyfraniad gweithgar at y gymuned addysgol ehangaf, a chyfrannu at y gwaith o hyfforddi athrawon y dyfodol ac oedolion eraill sy’n gweithio gyda dysgwyr, a datblygu ymchwil sy’n rhoi sylw i wella arferion.
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**Arloesedd**

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| 1. Sbarduno arloesedd ar y cyd â phob rhanddeiliad perthnasol, i sicrhau fod yr ysgol yn derbyn ac yn elwa o ddulliau sy’n seiliedig ar dystiolaeth o wireddu arloesedd, yn unol â’r weledigaeth dymor hir i Gymru.
 |
| 1. Cynorthwyo i greu rhaglen tymor hir o ddulliau gweithredu seiliedig ar dystiolaeth i sicrhau arloesedd sy’n ceisio cyflawni heriau, rheoli newid a datblygu dysgu’n effeithiol er mwyn gwella llesiant a deilliannau.
 |
| 1. Cefnogi’r Pennaeth i greu diwylliant ble caiff arbenigedd, profiad ac arferion addysgol eu datblygu a’u rhannu’n rheolaidd o fewn yr ysgol a rhwng ysgolion.
 |
| 1. Cefnogi’r Pennaeth i ddatblygu diwylliant ble caiff tystiolaeth sy’n deillio o arferion arloesol ei defnyddio i werthuso effaith newidiadau, o fewn cymuned yr ysgol a thu hwnt i’r gymuned honno.
 |

**Arweinyddiaeth**

|  |
| --- |
| 1. Cydweithio â chymuned yr ysgol i sicrhau cydlyniad, eglurder ac ymrwymiad a rennir er mwyn gwireddu gweledigaeth addysgeg er budd dysgwyr, cydweithwyr a’r gymuned ehangach yng Nghymru.
 |
| 1. Cefnogi rhanddeiliaid perthnasol i sicrhau fod cynllunio strategol yn adlewyrchu amrywiaeth, gwerthoedd, profiad a chyd-destun yr ysgol a’r gymuned ehangach.
 |
| 1. Cefnogi’r Pennaeth a’r corff llywodraethu, i sicrhau fod yr ysgol yn cydymffurfio â’r holl bolisïau mewnol, rhai lleol a rhai cenedlaethol.
 |
| 1. Cefnogi’r Pennaeth i greu diwylliant sy’n caniatáu i eraill ddatblygu’n broffesiynol.
 |
| 1. Cefnogi datblygiad ac annog potensial pobl eraill ar bob lefel i fod yn arweinyddion, er mwyn datblygu’r gallu i arwain yn yr ysgol ac ysbrydoli arweinyddion y dyfodol.
 |
| 1. Cefnogi datblygiad, grymuso a chynnal unigolion a thimau effeithiol trwy gyfrwng arweinyddiaeth wasgaredig, ac annog myfyrio ynghylch addysgeg.
 |
| 1. Gweithio’n rhan o rwydweithiau effeithiol i rannu gwybodaeth broffesiynol, ymchwil ac arbenigedd ymarferol sy’n galluogi’r ysgol ac ysgolion eraill i elwa yn sgil cydweithredu rhyngddynt.
 |

**Rheoli’r ysgol**

|  |
| --- |
| 1. Cydweithio â’r Pennaeth â’r rhanddeiliaid perthnasol i gefnogi llunio a gweithredu cynlluniau a pholisïau eglur sy’n seiliedig ar dystiolaeth, er mwyn datblygu’r ysgol a’i chyfleusterau.
 |
| 1. Cefnogi’r Pennaeth a’r corff llywodraethu, i reoli a threfnu amgylchedd yr ysgol yn effeithlon ac yn effeithiol i sicrhau ei bod yn cyflawni gofynion y cwricwlwm a rheoliadau iechyd a diogelwch.
 |
| 1. Gwneud defnydd effeithiol o’r cymorth a’r her a ddarperir gan yr awdurdod lleol, consortia rhanbarthol a chyrff perthnasol eraill.
 |
| 1. Cynorthwyo’r Pennaeth a’r corff llywodraethu i reoli adnoddau ariannol a dynol yr ysgol yn effeithiol ac yn effeithlon, er mwyn cyflawni blaenoriaethau a nodau addysgol yr ysgol.
 |
| 1. Gan gydweithio â’r Pennaeth a’r corff llywodraethu, monitro, gwerthuso ac adolygu amrywiaeth ac ansawdd yr holl adnoddau sydd ar gael a’r defnydd a wneir ohonynt, er mwyn gwella ansawdd addysg bob dysgwr ac i sicrhau gwerth am arian.
 |
| 1. Dan arweiniad y Pennaeth, cydweithio â rhanddeiliaid perthnasol i ddatblygu a gweithredu strategaethau sy’n sicrhau bod yr ysgol yn cynnig amgylchedd diogel, digynnwrf a threfnus ar gyfer bob dysgwr a bob aelod o staff, a sicrhau safonau uchel o ran ymddygiad a phresenoldeb, gan arwain at amgylchiadau llwyddiannus ar gyfer dysgu.
 |

**Dyddiad y Cytunwyd arno gan Ddeiliad y Swydd**: ..............................................

**Llofnod Deiliad y Swydd**: ..............................................

MANYLEB YR UNIGOLYN

**RhF = Meini prawf tynnu’r rhestr fer**

**Daliwch sylw, gall meini prawf y rhestr fer gael eu profi ar adeg yr asesu hefyd.**

|  | **HANFODOL** | **DYMUNOL** |
| --- | --- | --- |
| **CYMHWYSTER** | Statws Athro Cymwysedig (RhF)Gradd (RhF)Wedi cofrestru â Chyngor y Gweithlu Addysg ar hyn o bryd | Cymwysterau ychwanegol a/neu’r astudiaethau proffesiynol sy’n berthnasol i’r ystod oedran (RhF) |
| **GWYBODAETH A PHROFIAD** | Profiad diweddar fel arweinydd cyfnod mewn Ysgol Gynradd (RhF)Gwybodaeth am gyd-destun presennol Addysg yng Nghymru a Chenhadaeth ein Cenedl a dealltwriaeth o hynny (RhF)Gwybodaeth am arferion gorau a gweithdrefnau ynghylch diogelu plant a phobl ifancProfiad llwyddiannus o gynorthwyo gyda fonitro, gwerthuso ac adolygu perfformiad er mwyn gwella cyflawniadau bob dysgwr.Gwybodaeth a dealltwriaeth ddiweddar ynghylch beth yn union yw addysgu a dysgu rhagorol a sut i weithredu hynny (RhF)Gwybodaeth am strategaethau a gweithdrefnau effeithiol ynghylch dysgu proffesiynol ac adolygu perfformiadProfiad o ddatblygu perthnasoedd effeithiol ag amrywiaeth o randdeiliaid ysgolion, yn cynnwys rhieni a’r gymuned ehangach (RhF) | Profiad o reoli iechyd a diogelwch Profiad o ddatblygu perthnasoedd a chydweithio’n effeithiol â llywodraethwyrProfiad llwyddiannus o arwain datblygiad ar lefel ysgol gyfan |
| **SGILIAU** | Sgiliau cyfathrebu rhagorol yn y Gymraeg a'r Saesneg.Gallu cyfleu a chyfathrebu gweledigaeth eglur ynghylch darpariaeth addysgol o ansawdd uchel ar gyfer yr ysgol (RhF)Y gallu i arwain, rheoli a chymell staff a disgyblion i gyflawni safonau uchelProfiad llwyddiannus o gefnogi disgyblion sydd ag anghenion dysgu ychwanegol Y gallu i weithio yn rhan o rwydwaith cryf o berthnasoedd a phartneriaethau ag ysgolion eraill, proffesiynau addysg a sefydliadau allanol priodol yn cynnwys yr Esgobaeth. (RhF)Y gallu i gyfathrebu a datblygu cysylltiadau yn effeithiol, yn llafar ac yn ysgrifenedig, ag amrywiaeth o gynulleidfaoedd (RhF)Sgiliau personol rhagorol o ran defnyddio a chymhwyso technoleg gwybodaeth a chyfathrebu (TGCh) Sgiliau trefnu da a’r gallu i ddirprwyo.  |  |
| **NODWEDDION PERSONOL** | Y gallu i fod yn gydnerth o dan bwysau a pharhau i fod yn gadarnhaol a brwdfrydigYmrwymiad i ddysgu proffesiynol parhaus personol ac i ddysgu proffesiynol parhaus pobl eraillYmrwymiad i hybu llesiant holl aelodau cymuned yr ysgol.Ymrwymiad i hyrwyddo’r iaith Gymraeg a diwylliant Cymru.Y gallu i wneud penderfyniadau cadarn a chytbwys, a bod yn bendant ei (h)agwedd ac yn hyblygHygrededd, ffyddlondeb a sensitifrwydd |  |
| **GOFYNION ERAILL**  | Mae’r swydd hon wedi’i heithrio o dan Ddeddf Adsefydlu Troseddwyr 1974 a byddir yn gwirio pob ymgeisydd trwy broses drylwyr. Fel rhan o hyn, bydd y Gwasanaeth Datgelu a Gwahardd yn cynnal gwiriad manwl ac yn gwirio rhestri gwahardd (DBS). Mae apwyntiad i’r swydd hon yn ddibynnol ar 2 eirda ysgrifenedig addas.Deall ac arddangos parodrwydd i hyrwyddo polisi cyfleoedd cyfartal y Cyngor yn gadarnhaol. |  |

**ROLE TITLE: Lead Teacher**

**CONTRACT TYPE:** Permanent from September 2024 (Secondment opportunities can be considered)

**POST ID:** L23250002

### **GRADE/SALARY:** Teachers’ Pay Scale (including UPS3 where applicable) plus TLR 2 allowance (£3,271)

**HOURS: Full time 32.5 hours**

**WORK PATTERN:** **Full time: Monday to Friday** **in accordance with the School Teachers’ Pay and Conditions Document**

**LOCATION:** **Ysgol Gymraeg Trefynwy**

**DISCLOSURE AND Appointment to this post is exempt from Rehabilitaion BARRING SERVICE of Offenders Act and is subject to the following DBS (DBS) CHECK: check:**

 **- An Enhanced with Children Barred List Check**

|  |  |
| --- | --- |
| **WELSH LANGUAGE** | **Proficient skills in Welsh are essential** |

**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

**PURPOSE OF POST:**

The Shadow Governing Body is pleased to announce that Ysgol Gymraeg Trefynwy will open its doors in September 2024 as a seedling school on the site of Overmonnow Primary School, which is easily accessible from main towns and cities such as Cardiff (50 minutes), Newport (20 minutes) and Cwmbran (30 minutes).

During 2024-2025, significant building work will be carried out to create two independent schools on the Overnomow site. The new part of Ysgol Gymraeg Trefynwy is expected to open in September 2025, and will have an initial capacity of 90, with a planned expansion to 210 by 2032, as stated in the latest WESP (Welsh in Education Strategic Plan). Building plans will be available which show the planned work which is due to start soon.

We have 12 pupils from Nursery to Year 1 already registered and ready to start their education through the medium of Welsh, which is an exciting and historic moment for the town of Monmouth. A thriving Ti a Fi Group, under an inspiring leader meets locally, and from 2025 it is planned to open a Cylch Meithrin with full wraparound provision in the school.

We are looking for an excellent Progression Stage 1 and 2 practitioner, and a creative and inspirational phase leader to start the work of establishing the school alongside the Headteacher and Governing Body.

The children are ready and waiting for you!

**Governors are looking for someone who:**

* is proven to be committed to inspirational teaching and learning;
* has excellent communication, leadership and interpersonal skills;
* is able to support the management of the day to day demands of the school;
* has a passion to ensure that every child succeeds;
* has the drive and commitment to support the Exectuive Headteacher in delivering national and school priorities;
* is an excellent role model and effective at leading, motivating and supporting a team;
* is able to line manage teaching and support staff effectively;
* can work effectively in partnership with the wider school community;
* is committed to ensuring the safety and well-being of all of our pupils;
* self-motivated and innovative to drive and complete tasks;
* is an inspiring and effective Progression Step 1 and 2 teacher;
* is enthusiastic about Welsh culture and will enjoy the important and historic challenge of reconnecting a whole new generation in South East Wales with the Welsh language and who is passionate and enthusiastic and wants to share the Welsh language with pupils and the wider community to enable them to grow and live through the medium of Welsh.
* will draw attention to the advantages of bilingualism in a devolved and constantly changing society such as in Wales.
* is ready to deal with the challenges and complications of setting up a new school and who will ensure good cooperation between Ysgol Overmonnow and Ysgol Gymraeg Trefynwy through a partnership agreement.
* is ready to collaborate with Monmouthshire County Council's existing Welsh medium primary schools to harness the best aspects of good practice and joint learning for the benefit of all pupils.
* is a community-focused individual who can maintain, develop and promote partnerships with external agencies and the local community. We would like to see the school have an active presence in the community, with the lead teacher being an advocate for the Welsh language within the school and its use in the wider community.
* is beginning to show strategic thinking towards establishing strong links with the wider community which supports the ethos, culture and values ​​of a Welsh-medium school in North Monmouthshire.
* will actively promote the school and recruit families who want to choose Welsh-medium education in Monmouth and find a bilingual pathway and who would support our ethos.
* have the skills to identify and collaborate with parents developing a strong relationship with our community of carers
* can demonstrate high quality educational phase management skills to all stakeholders (staff, parents, governors, friends and pupils) and be able to present, discuss and contribute to making decisions for the benefit of everyone in the school community.
* can assist with managing the resources available to the school and ensure that these are used effectively and efficiently.
* can guarantee that every child will receive a first class education through the medium of Welsh.

**As a shadow governing body we will offer**

* a welcoming, supportive and caring environment.
* a strong team of committed, experienced and passionate shadow Governing Body.
* supportive and committed parents and carers
* training opportunities to further develop professionally.

**Closing date:** Tuesday, 18th June, 2024 - 12.00 noon

**Interview date**: Tuesday 25th June 2024

If you would like any further information about this role, please contact the following

Governing body member: Elin Maher, Tel: 07970 304219

Email: elin.maher@ntlworld.com

**What else you need to know - Monmouthshire County Council's values:**

* Our purpose is based on 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 these to be evident in the ways 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 most of the ideas and resources available to ensure that we do the things that have the most positive impact on our people and our places.
* Openness: We are open and honest. People have the opportunity to participate and tell us what is important.
* Flexibility: We are flexible in order to be able to provide the most effective and efficient services. This means a real commitment to work with everyone to embrace new ways of working.
* Equity: 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 everyone we work with, putting the importance of relationships and the connections we have with each other at the heart of every interaction.

Please note that we cannot accept CVs.

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

[**https://www.monmouthshire.gov.uk/jobs-employment/**](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.monmouthshire.gov.uk%2Fjobs-employment%2F&data=05%7C02%7CDawnJames%40monmouthshire.gov.uk%7C2ba1bf35180e41aa312d08dc4f1b7e36%7C2c4d0079c52c4bb3b3cad8eaf1b6b7d5%7C0%7C0%7C638472226699179849%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=4SYR2M9xjG9Db7fp41kHTCPxVVfidoqXx3sDn3ffkN8%3D&reserved=0)

**or**

[**https://www.eteach.com/jobs-in-monmouthshire-schools**](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.eteach.com%2Fjobs-in-monmouthshire-schools&data=05%7C02%7CDawnJames%40monmouthshire.gov.uk%7C2ba1bf35180e41aa312d08dc4f1b7e36%7C2c4d0079c52c4bb3b3cad8eaf1b6b7d5%7C0%7C0%7C638472226699179849%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=LW41tZQOqSPSx6Bhoy%2F6mK3ehwbx5PBLHnpbCCY16d0%3D&reserved=0)

Applications should be submitted in Welsh and an application submitted in Welsh will not be treated less favorably than an application submitted in English.

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

This post requires registration with EWC - the Education Workforce Council

The Governing Body is committed to protecting 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.

Thank you for your interest in this post.

Job Description and Person Specification

## POST IDENTIFICATION

|  |  |
| --- | --- |
| **Post Title:** | Lead Teacher  |
| **Grade:** | Teachers’ Pay Scale (including UPS3 where applicable) plus TLR 2 allowance (£3,271) |
| **Directorate:** | Education |
| **Division:** | Schools |
| **Location:** | Ysgol Gymraeg Trefynwy |

### INTRODUCTION

This job description complements the standards, values and dispositions identified in the Professional Standards for Teaching and Leadership 2018. The Lead Teacher 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 Lead Teacher as specified in the School Teachers’ Pay and Conditions Document.

### JOB PURPOSE

Under the direction of the Headteacher, provide significant contribution to the development of a clear vision for the school, in partnership with all school stakeholders, and 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 both 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. Support the Headteacher to develop strategies, structures and systems, in collaboration with all school stakeholders, to ensure that the school is working effectively towards realising the school’s shared vision and achieving sustained school improvement, to enable the achievement of the four purposes of learning, taking account of national and local circumstances, policies and initiatives.
 |
| 1. Motivate and work with others to create and sustain a school ethos and learning environment conducive to effective learning.
 |
| 1. Consistently secure the best outcomes for learners through progressively refining and advancing teaching and influencing learners.
 |
| 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 all learners’ wellbeing, experience and achievement, supporting the establishment of a culture that values learners’ views in informing all stages of learning and school experience.
 |
| 1. Support the implementation of policies and practices, in collaboration with the relevant stakeholders, that promote the Welsh language and culture and that develop 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. Support the implemention of 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. Support the implemention of 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. Work with the Headteacher to develop and articulate a coherent, understandable and accurate account of the school’s performance, to a range of partners, including parents and governors, ensuring this incorporates learner wellbeing and progress.
 |
| 1. Under the direction of the Headteacher, manage the effective communication and implementation of recommendations arising from reports, including the outcomes of school self-evaluation and external inspection by Estyn, in order to drive and sustain school improvement.
 |
| 1. Collaborate with all school stakeholders to build a school climate and learning culture which reflects the richness and diversity of the school’s community and instilling a pride in Welsh Language and culture.
 |
| 1. Safeguarding and 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.
 |

**Collaboration**

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| 1. Support the establishment of a climate of mutual support and effective collaboration both within and beyond the school to develop, enhance and share effective pedagogy.
 |
| 1. Support the Headteacher to establish a collaborative learning culture within the school and actively engage with other educational establishments, to help build effective learning communities.
 |
| 1. Support the effective collaboration with external stakeholders including the third sector 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 to share best practice and support school improvement for mutual benefit in terms of high quality and flexible support to develop professional practice.
 |
| 1. Support the Headteacher in working 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 support the Headteacher to work with the governing body to understand its role and support to deliver its functions effectively.
 |
| 1. Establish effective and open relationships with parents, carers 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.
 |
| 1. Collaborate with other agencies, including the local authority, in providing for wellbeing of learners and their families.
 |
| 1. Support the development of a school-wide commitment to continuous improvement and sustainable development through actively implementing and supporting 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. Supporting the creation of 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. Support sustained and focused professional learning for staff, including self, framing professional growth within pedagogic practice, learner experiences and outcomes.
 |
| 1. Support the Headteacher to develop a culture that supports growth and leadership at all levels by supporting the developing and nurturing leadership potential in others, and contributing to opportunities available, to build the leadership capacity of the school.
 |
| 1. Contribute to professional networks and communities to enable the school to play an active role in the widest education community contributing to the training of future teachers and other adults who work with learners and developing practice orientated research.
 |

**Innovation**

|  |
| --- |
| 1. Initiate 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. Assist with creating a long-term programme of evidence-based approaches to innovation that aim to meet challenges, manage change and take learning forward effectively to improve wellbeing and outcomes.
 |
| 1. Support the Headteacher to create a culture where expertise, experience and pedagogical practice is continually developed and shared within and across schools.
 |
| 1. Support the Headteacher to 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**

|  |
| --- |
| 1. Work with the school community to bring coherence, clarity and a shared commitment to realising the pedagogical vision for the benefit of learners, colleagues and the wider community in Wales.
 |
| 1. Support relevant stakeholders to ensure that strategic planning reflects the diversity, values, experience and context of the school and the community at large.
 |
| 1. Support the Headteacher and governing body, to ensure the school is compliant with all internal, local and national policies.
 |
| 1. Support the Headteacher to create a culture in which others can grow professionally.
 |
| 1. Support the development and nurturing leadership potential in others at all levels to build the leadership capacity of the school and inspire future leaders.
 |
| 1. Support the development, empowerment and sustain effective individuals and teams through distributed leadership, encouraging reflective practice.
 |
| 1. Work within 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**

|  |
| --- |
| 1. Work with the Headteacher and the relevant stakeholders to support the production and implemention of clear, evidence-based improvement plans and polices for the development of the school and its facilities.
 |
| 1. Supporting the Headteacher and governing body, in managing and organising 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 other relevant bodies.
 |
| 1. Support the Headteacher and governing body in managing the school’s financial and human resources effectively and efficiently to achieve the school’s education priorities and goals.
 |
| 1. Monitor, evaluate and review, in collaboration with the Headteacher and 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. Under the direction of the Headteacher, work with the relevant stakeholders to develop and implement strategies that ensure a safe, calm and well-ordered environment for all learners and staff and secure high standards of behaviour and attendance, resulting in successful conditions for learning.
 |

**Signature of Postholder: ..................................................................**

**Date Agreed by Postholder: .................................................................**

**PERSON SPECIFICATION**

 **S = Shortlisting criteria**

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

|  | **ESSENTIAL** | **DESIRABLE** |
| --- | --- | --- |
| **QUALIFICATION** | Qualified teacher status (S)Degree (S)Current EWC registration  | Further qualifications and/or professional studies relevant to the age-range. (S) |
| **KNOWLEDGE and EXPERIENCE** | Significant recent experience of phase leadership in a Primary School (S)Knowledge and understanding of the current Welsh Educational context and the National Mission (S)Knowledge of best practice and procedures for safeguarding children and young peopleProven experience of assisting with 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)Knowledge of effective strategies and procedures relating to professional learning and performance review.Experience of building effective relationships with a range of school stakeholders, including parents and the wider community (S) | Experience of health and safety managementExperience of building relationships and working effectively with governorsSuccessful experience of leading a whole school initiative |
| **SKILLS** | Outstanding communication skills in both Welsh and English.Ability to articulate and communicate a clear vision of high quality educational provision for the school (S)Ability to lead, manage and motivate staff and pupils to achieve high standardsSuccessful experience of providing for pupils with additional learning needs.Ability to work within a strong network of collaborative relationships and partnerships with other schools, education professions and appropriate external organisations (S)Ability to communicate and develop links effectively, both orally and in writing with a range of audiences. (S)High level of personal skill in using and applying information and communication technology (ICT)Good organisational abilities and ability to delegate. |  |
| **PERSONAL ATTRIBUTES** | The ability to be resilient under pressure and remain positive and enthusiastic.A commitment to continuous professional learning for both self and othersA commitment to promote the wellbeing of all members of the school communityA commitment to the promotion of the Welsh language and cultureAbility to demonstrate sound and balanced judgement, decisiveness and flexibilityIntegrity, 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). Appointment to this post will be subject to 2 suitable written references.Understand and demonstrate a willingness to promote positively the equal opportunities policy of The Council |  |