



Proffil Swydd/Job Profile

YGG Parc y Tywyn

Teitl y Swydd – Athro/Athrawes

Post Title – Teacher



Adran	Addysg a Phlant
Department	Education & Children

Is-Adran/Adain	Ysgol Gymraeg Parc y Tywyn
Division/Section	Ysgol Gymraeg Parc y Tywyn

Gradd/Grade	Prif raddfa/Main Pay School
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Rhif y Swydd/Post Number	006291
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Paratowyd Gan/Prepared By	Pennaeth/Head Teacher
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Dyddiad/Date	Ebrill/April 2022
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Prif Ddiben y Swydd

- Dymuna Llywodraethwyr yr ysgol lwyddiannus hon apwyntio athro/athrawes frwdfrydig, egniol a chydwybodol.
- I gydymffurfio'n llwyr a'r ethos a gweledigaeth yr ysgol
- Ymarferydd ystafell ddosbarth rhagorol
- Cydweithio'n effeithiol fel rhan o dîm gweithgar a brwdfrydig
- Gweithio'n greadigol er mwyn cyrraedd nodau ac amcanion yr ysgol
- Cymryd cyfrifoldeb am faes dysgu a phrofiad ar draws yr ysgol
- Gweithio'n gydwybodol gan gynnal a herio safonau uchel
- Gweithredu systemau effeithiol i asesu, adrodd ar gynnydd a dadansoddi cynnydd disgyblion
- Gosod y dysgu fel prif ffocws ar gyfer cynllunio, rheoli adnoddau, monitro, adolygu a gwerthuso
- Meithrin safonau, cynhwysiant a lles ein holl ddysgwyr
- Hyrwyddo a chynnal disgwyliadau uchel o ymddygiad a disgyblaeth
- Cynllunio cwricwlwm sy'n hyrwyddo Cymreictod
- Cyfoethogi'r cwricwlwm trwy ymestyn profiadau y tu hwnt i'r ystafell ddosbarth
- Fel aelod allweddol o'r tîm, gwneud cyfraniad sylweddol, cadarnhaol a phroffesiynol at ddyfodol yr ysgol

Prif dasgau/cyfrifoldebau

- Darparu cwricwlwm datblygiadol sydd yn eang, cytbwys a phwrpasol, a hyn o fewn amgylchedd Cymraeg a Chymreig yr ysgol brysur hon
- Cydweithio gyda rhieni/gofalwyr i sicrhau partneriaeth ryngweithiol rhwng y cartref a'r ysgol
- Cynllunio'n fwriadus i sicrhau dilyniant a pharhad ar gyfer datblygu medrau disgyblion, gan gefnogi a herio i ddatblygu ein dysgwyr yn unigolion hyderus ac annibynnol
- Darparu adborth adeiladol i ddisgyblion er mwyn symud eu dysgu ymlaen
- Datblygu strategaethau asesu ar gyfer dysgu effeithiol
- Sicrhau bod y wybodaeth a gesglir wrth asesu yn cael ei ddadansoddi a'i ddefnyddio'n effeithiol er mwyn hybu'r dysgu a chynllunio'r addysgu
- Monitro ac arfarnu ansawdd y ddarpariaeth a gosod targedau realistig ar gyfer gwelliant;
- Cefnogi a hybu lles pob disgybl
- Hyrwyddo, trwy esiampl bersonol, safon uchel o addysgu a phroffesiynoldeb
- Cydweithio gyda staff cymorth i drefnu cyfrifoldebau er mwyn cefnogi disgyblion
- Rheoli defnydd effeithiol o amser ar gyfer ei hun ac eraill
- Hybu diwylliant o ddisgwyliadau uchel ar gyfer ei hun ac eraill
- Cyfrannu at gynllun datblygu a phrosesau hunan arfarnu'r ysgol
- Hybu a darparu gweithgareddau allgyrsiol
- Cydweithio gydag unigolion a grwpiau lleol i sicrhau bod yr ysgol yn chwarae rhan lawn yn y gymuned
- Hyrwyddo diwylliant o waith tîm, lle mae barn pawb yn cael ei werthfawrogi a'i ystyried
- Cydweithio a chefnogi'r holl staff i gyflawni blaenoriaethau'r ysgol
- Cefnogi i werthuso effeithiolrwydd polisïau a blaenoriaethau'r ysgol yn flynyddol.

Yn gyfrifol am staff/offer

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Yn atebol i

Pennaeth / Dirprwy Bennaeth/ Arweinydd POD (Cam cynnydd)

Meini Prawf	Hanfodol
Cymwysterau / Hyfforddiant galwedigaethol / Aelodaeth Broffesiynol	Statws athro cymwysedig. Gradd Anrhydedd neu gyfwerth
Y sgiliau sy'n ymwneud â'r swydd / Galluoedd	• Sgiliau llafar ac ysgrifennu cywir yn y Gymraeg. • Y gallu i weithio'n effeithiol gydag ystod o weithwyr proffesiynol ac o fewn tîm • Y gallu i ddangos ymroddiad ac effeithiolrwydd fel enghraifft o athro da • Y gallu i drefnu a rheoli amser ac adnoddau gan flaenoriaethu yn effeithiol • Y gallu i archwilio, gwneud penderfyniadau a datrys problemau. • Sgiliau llafar ac ysgrifenedig cywir yn y Saesneg • Sgiliau rhif cadarn • Sgiliau digidol hyderus.
Gwybodaeth	• Gwybodaeth fanwl am y Cwricwlwm i Gymru; • Gwybodaeth a dealltwriaeth o faterion cyfoes sy'n wynebu addysg gynradd • Gwybodaeth a dealltwriaeth o ddulliau addysgu a dysgu effeithiol • Gwybodaeth a dealltwriaeth o strategaethau i hybu dysgu a rheoli ymddygiad • Gwybodaeth a dealltwriaeth o'r defnydd effeithiol o sgiliau digidol i hyrwyddo'r cwricwlwm;
Profiad	Profiad o arwain ar Faes Dysgu a Phrofiad boed yn lechyd a Lles neu MDaPh arall. Cydlynu chwaraeon o fewn a thu allan i'r ysgol
Rhinweddau personol	• Brwdfrydedd, ymroddiad, cymhelliant, cydwybodolrwydd. • Hyder, dibynadwyedd, gonestrwydd. • Yn gallu gweithio'n annibynnol a chydweithio gydag eraill. • Addasrwydd i weithio gyda phlant
	Dymunol
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Sgiliau Iaith / Cyfathrebu Pa lefel ydych chi?	Sgiliau Llafar	Sgiliau Ysgrifennu
Cymraeg	5	5
Saesneg	5	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:

Nodwch y Gofyniad yn y Blychau.

DIM ANGEN GWIRIAD DBS	☐
<u>Adran A – y math o ddatgeliad</u>	
DATGELIAD SAFONOL	☐
DATGELIAD MANWL	☐
DATGELIAD MANWL GAN WIRIO'R RHESTR WAHARDD	☒
<u>Adran B – y math o weithlu</u>	
Y GWEITHLU PLANT	☒
Y GWEITHLU OEDOLION	☐
Y GWEITHLU PLANT AC OEDOLION	☐
GWEITHLU ARALL	☐

Y RHESWM

Mae deiliad y swydd â chyswllt uniongyrchol â phlant a chyfrifoldeb amdanynt.

UNRHYW WYBODAETH ARALL

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Main Purpose of Job

- The Governors of this successful school wish to appoint an enthusiastic, conscientious and suitably qualified teacher for the above post.
- To respect and fully support the school's ethos and vision
- To be an excellent classroom practitioner
- Work effectively as part of a hardworking and enthusiastic team
- Work creatively in order to attain the school's aims and objectives
- Take responsibility for an area of learning and experience across the school
- To work conscientiously to maintain and challenge high standards
- Operate effective systems to assess, report on and analyse pupil progress
- Ensure that learning is at the focus of planning, managing resources, monitoring, reviewing and evaluating
- To foster the standards, inclusion and wellbeing of all our learners
- Facilitate and promote high expectations in behaviour and discipline
- Plan a curriculum that promotes and is passionate about our Welsh language, traditions and our local and national culture
- Enrich the curriculum by extending experiences beyond the classroom
- As a key member of the team, to make a significant, positive and professional contribution towards the future of the school

Key tasks/responsibilities

- Lead and manage the Health and Wellbeing Area of Learning across the school. This includes health-promoting behaviours such as physical activity, and extra curricular activities
- Provide an extensive, purposeful and balanced curriculum within this busy school's strong Welsh environment
- Work with parents/carers to secure an interactive partnership between home and school
- Plan meticulously in order to ensure that pupils' skills are continuously developed, providing support and challenges in order to develop pupils to be confident and independent
- Provide constructive feedback to pupils in order to ensure learning progress
- Develop effective assessment for learning strategies
- Ensure that the information gained through assessment is analysed and used effectively to promote learning and plan teaching
- Monitor and evaluate the quality of the provision and set realistic targets for improvement
- To support and promote every child's wellbeing
- Promote, through personal example, a high standard of teaching and professionalism
- Work with support staff to arrange responsibilities and support pupils
- Manage effective use of time for themselves and others
- Promote a culture of high expectations for themselves and others
- Contribute towards the school's development plan and self evaluation processes
- Promote and provide extra-curricular activities
- Work with local individuals and groups to ensure that the school plays a full part within the community
- Promote a culture of teamwork, where everyone's views are appreciated and considered
- Support and work with all staff to accomplish the school's priorities
- Support the evaluation of school policies and priorities.

Responsible for staff/equipment
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Reporting to
Head Teacher / Deputy Headteacher / POD (Progression step lead)

Criteria	Essential
Qualifications/ Vocational training/ Professional Memberships	Qualified Teacher Status Honours Degree or equivalent
Job Related Skills/ Competencies	• Good oral and written skills in Welsh • The ability to work effectively with a range of professionals and within a team • The ability to show commitment and effectiveness as a good classroom teacher • The ability to manage time and resources effectively, prioritising efficiently • The ability to explore, make decisions and solve problems • Correct oral and written English • Good numerical skills • Confident digital skills
Knowledge	• Detailed information about the Curriculum for Wales • Knowledge and understanding of current matters facing primary education • Knowledge and understanding of effective teaching and learning methods • Knowledge and understanding of strategies to promote learning and control behaviour • Knowledge and understanding of the effective use of digital skills to enhance the curriculum
Experience	• Experience in leading an Area of Learning Experience whether its Health and Wellbeing or another AOLE • Coordinating sporting activities within and outside of the school
Personal qualities	• Enthusiasm, dedication, motivation, conscientiousness. • Confidence, dependability, honesty. The ability to work independently and with others. • Suitability to work with children
	Desirable
	Anything other than an essential requirement, please add it here.

Language/ Communication Skills What level are you?	Spoken Level	Written level
Welsh	5	5
English	5	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:

NO DBS CHECK REQUIRED	☐
<u>Section A – type of disclosure</u>	
STANDARD DISCLOSURE	☐
ENHANCED DISCLOSURE	☐
ENHANCED DISCLOSURE WITH BARRED LIST CHECK	☒
<u>Section B – workforce type</u>	
CHILD WORKFORCE	☒
ADULT WORKFORCE	☐
CHILD AND ADULT WORKFORCE	☐
OTHER WORKFORCE	☐

JUSTIFICATION

The post holder has direct contact with and responsibility for children

ANY OTHER INFORMATION

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