

Athro/Athrawes Saesneg

Parhaol o 1 Medi 2018

Cyfeirnod y swydd: YRHS00165W3SHE
Gwasanaeth: Ysgol Uwchradd y Rhyl
Tref: Y Rhyl
Cyflog Graddfa Athro/Athrawes,
Allanol Swydd

Mae'r Corff Llywodraethol yn awyddus i benodi athro/wes Saesneg ymroddedig a brwdfrydig. Mae'r swydd hon yn gofyn am y gallu i addysgu hyd at lefel TGAU.

Bydd yr ymgeisydd addas yn ysbrydoli ac yn cefnogi myfyrwyr a chydweithwyr i barhau i godi safonau. Bydd yn berson brwdfrydig ac arloesol, ac yn ymrwymo i godi cyrhaeddiad pawb.

Mae Ysgol Uwchradd y Rhyl yn ysgol ofalgar, hael a llawn dychymyg sy'n darparu addysg ar gyfer pobl ifanc 11-16 oed yn ardal y Rhyl. Mae ein staff yn canolbwyntio ar ein myfyrwyr ac yn canolbwyntio ar godi safonau

Penodir yn amodol ar Ddatgeliad a Gwahardd Gwirio Gwasanaeth a geirada boddhaol. Os hoffech chi drafod unrhyw agwedd ar y swydd, ffoniwch yr ysgol ar 01745 343533 ext *222.

Os oes gennych ddiddordeb yn y swydd wag hon, gwnewch cais ar-lein trwy ein gwefan www.sirddinbych.gov.uk

Mae ddrwg gennym nad ydym yn gallu ateb pob cais. Os nad ydych wedi derbyn ateb o fewn tair wythnos o'r dyddiad cau, mae'n rhaid i chi gymryd nad ydych wedi'ch rhoi ar y rhestr fer am gyfweiliad.

Dyddiad Cau: 20 Mai 2018

Dyddiad Cyfweiliad: 24 Mai 2018

Mae Cyngor Sir Ddinbych yn ymroddedig i Gyfle Cyfartal ac ei Cynllun Iaith Gymraeg

Teacher of English

**Permanent contract from
1st September 2018**

Job Reference: YRHS00165W3SHE
Service: Rhyl High School
Location: Rhyl
Teachers Pay Scale,
External vacancy

The Governing Body are keen to appoint a committed and enthusiastic teacher of English. This post requires the ability to teach up to GCSE level.

The suitable candidate will inspire and support students and colleagues to continue to raise standards. He/She will be passionate and excited by innovative practice and committed to raising achievement for all.

Rhyl High School is a caring, generous and imaginative school which caters for 11-16 year olds in the Rhyl area. Our staff are student centred and focused on raising standards.

Appointment subject to Disclosure & Barring Service Check and satisfactory references. If you would like to discuss any aspect of the post, please call the school on 01745 343533 ext *222.

If you are interested in this vacancy, please apply on-line via the website www.denbighshire.gov.uk.

We regret that we are unable to reply to all applications. If you have not received a reply within three weeks of the closing date, you must assume that you have not been short listed for interview.

Closing Date: 20th May 2018

Interview Date: 24th May 2018

Denbighshire County Council is committed to Equal Opportunities and its Welsh Language Scheme.

RHAN 12 - AMODAU CYFLOGAETH ATHRAWON HEBLAU PENNAETHIAID

Teitl y Swydd: Athro / Athrawes

Graddfa: Raddfa gyflog i athrawon - £22,917 - £38,633

Gwasanaeth: Ysgolion

Yn gyfrifol i: Pennaeth

Swydd I.D / Dyddiad cyhoeddi: 01746

Ymarfer dyletswyddau proffesiynol cyffredinol

- 70.1 Yn amodol ar baragraffau 42.6 a 45.2, bydd athro nad yw'n bennaeth yn ymgymryd â'i ddyletswyddau proffesiynol fel athro yn ôl gofyn yr amgylchiadau -
- 70.1.1 os yw'n cael ei gyflogi fel athro mewn ysgol, o dan gyfarwyddid rhesymol pennaeth yr ysgol honno;
- 70.1.2 os yw'n cael ei gyflogi gan awdurdod ar delerau lle nad yw'n cael ei roi mewn unrhyw ysgol benodol, o dan gyfarwyddid rhesymol yr awdurdod hwnnw a phennaeth unrhyw ysgol y bydd gofyn iddo weithio ynddi ar y pryd fel athro.
- 70.2 Dim ond y dyletswyddau dysgu cyfyngedig sy'n cael eu penderfynu gan yr Ysgrifennydd Gwladol yn unol â'r rheoliad y bydd athro, sydd wedi methu â chwblhau cyfnod sefydlu'n foddhaol ac sy'n cael ei gyflogi yn unol â rheoliad 18(5) o'r Rheoliadau Sefydlu ar gyfer Lloegr neu reoliad 16(5) o'r Rheoliadau Sefydlu ar gyfer Cymru, yn eu gwneud.

Ymarfer dyletswyddau penodol

- 71.1 Yn amodol ar baragraffau 42.6, 45.2, 45.3, a 71.2 dylai athro sy'n cael ei gyflogi fel athro ar wahân i bennaeth) mewn ysgol berfformio, yn unol ag unrhyw gyfarwyddid y gellir yn rhesymol ei roi iddo gan y pennaeth o dro i dro, y dyletswyddau y gellir yn rhesymol ei roi iddo.
- 71.2 Bydd athro sy'n cael ei gyflogi gan awdurdod ar delerau tebyg i'r rhai a ddisgrifir ym mharagraff 70.1.2 yn perfformio, yn unol ag unrhyw gyfarwyddid rhesymol sy'n cael ei roi iddo o dro i dro gan yr awdurdod neu gan bennaeth unrhyw ysgol y bydd o bryd i'w gilydd yn gweithio ynddi fel athro, unrhyw ddyletswyddau penodol a rhesymol sy'n cael ei roi iddo.

Dyletswyddau proffesiynol

72. Yn amodol ar baragraffau 42.6, 45.2 a 45.3, rhagdybir y bydd y dyletswyddau canlynol yn cael eu cynnwys yn y dyletswyddau proffesiynol y bydd gofyn i athro (ond nid pennaeth) eu cyflawni-

Dysgu

- 72.1 Ym mhob achos, gan dalu sylw i gwricwlwm yr ysgol, a chan dalu sylw i hyrwyddo gallu a thueddfryd y disgyblion mewn unrhyw ddsbarth neu grŵp sy'n cael ei aseinio iddo -
- 72.1.1 Cynllunio a pharatoi cyrsiau a gwersi;
- 72.1.2 Dysgu, yn unol ag anghenion addysgol, y disgyblion a aseindir iddo, gan gynnwys gosod a marcio'r gwaith sydd i'w wneud gan y disgyblion yn yr ysgol ac mewn mannau eraill;
- 72.1.3 Asesu, cofnodi ac adrodd ar ddatblygiad, cynnydd a chyrhaeddiad y disgyblion;

Gweithgareddau eraill

- 72.2.1 Hyrwyddo cynnydd cyffredinol a lles disgyblion unigol ac unrhyw ddsbarth neu grŵp o ddisgyblion a aseindir iddo;
- 72.2.2 Darparu arweiniad a chynghor i ddisgyblion ynghylch materion addysgol a chymdeithasol ac ynghylch eu haddysg bellach a'u gyrfaeodd, gan gynnwys gwybodaeth ynghylch ffynonellau o gyngor mwy arbenigol ynglŷn â chwestiynau penodol, cadw cofnodion ac adroddiadau perthnasol;
- 72.2.3 Cadw cofnodion ac adroddiadau ynghylch anghenion personol a chymdeithasol disgyblion;
- 72.2.4 Cyfathrebu ac ymgynghori gyda rhieni disgyblion;
- 72.2.5 Cyfathrebu a chydweithredu gyda phobl neu gyrff y tu allan i'r ysgol; a
- 72.2.6 Chymryd rhan mewn cyfarfodydd a drefnwyd ar gyfer unrhyw ddiben a ddisgrifir uchod;

Asesiadau ac adroddiadau

- 72.3 Darparu neu gyfrannu tuag at asesiadau, adroddiadau a chyfeiriadau, llafar neu ysgrifenedig, ynghylch disgyblion unigol a grwpiau o ddisgyblion;

Gwerthuso neu adolygu perfformiad

- 72.4 Cymryd rhan mewn trefniadau a wnaed yn unol â Rheoliadau 2002 neu Reoliadau 2006 ar gyfer gwerthuso neu adolygu ei berfformiad ei hunan a pherfformiad athrawon eraill;

Adolygu, sefydlu, hyfforddiant pellach a datblygu

- 72.5.1 Adolygu o dro i dro ei ddulliau o ddysgu a'i raglenni gwaith;
- 72.5.2 Cymryd rhan mewn trefniadau ar gyfer ei hyfforddiant pellach a'i ddatblygiad proffesiynol fel athro gan gynnwys ymgymryd â hyfforddiant a datblygiad proffesiynol ar gyfer cyfarfod ag anghenion a nodwyd mewn datganiad o amcanion neu mewn datganiadau gwerthuso lle mae athrawon yn atebol i Reoliadau 2002, neu mewn datganiadau cynllunio ac adolygu pan fo athrawon yn atebol i Reoliadau 2006;
- 72.5.3 Yn achos athro'n gwasanaethu ar gyfnod sefydlu yn unol â'r Rheoliadau Sefydlu, cymryd rhan mewn trefniadau ar gyfer ei arolygu a'i hyfforddi;

Dulliau Addysgu

- 72.6 Cynghori a chydweithredu gyda'r pennaeth ac athrawon eraill (neu unrhyw un neu fwy ohonynt) ynghylch paratoi a datblygu cyrsiau o astudio, defnyddiau dysgu, rhaglenni dysgu, dulliau o ddysgu ac asesu trefniadau bugeiliol;

Disgyblaeth, iechyd a diogelwch

- 72.7 Cynnal trefn a disgyblaeth dda ymysg disgyblion a diogelu eu hiechyd a'u diogelwch pan fydd ganddynt hawl i fod ar eiddo'r ysgol ac yn cymryd rhan mewn gweithgaredd ysgol drwy awdurdod yn rhywle arall;

Cyfarfodydd staff

- 72.8 Cymryd rhan mewn cyfarfodydd yn yr ysgol ynghylch cwricwlwm yr ysgol neu weinyddiaeth neu drefniadaeth yr ysgol, gan gynnwys trefniadau bugeiliol;

Llanw

- 72.9.1 Yn amodol ar is baragraff 9.2 o'r paragraff hwn, arolygu a, cyn belled ag y bo hynny'n ymarferol, dysgu unrhyw ddisgyblion nad yw eu hathro ar gael i'w dysgu;
- 72.9.2 Ac eithrio yn achos athro sy'n cael ei gyflogi'n gyfan gwbl neu'n bennaf ar gyfer darparu gwaith llanw, ni fydd gofyn i unrhyw athro ddarparu gwaith llanw am fwy na 38 awr mewn unrhyw flwyddyn ysgol;

Arholiadau allanol

- 72.10.1 Cymryd rhan mewn trefniadau ar gyfer paratoi disgyblion ar gyfer arholiadau allanol, asesu disgyblion ar gyfer yr arholiadau hynny a chymryd rhan yn y trefniadau ar gyfer paratoi disgyblion ar gyfer, a chynnal, arholiadau o'r fath;
- 72.10.2 Nid yw is baragraff 10.1 o'r paragraff hwn yn golygu fod yn rhaid i athro bob amser gymryd rhan mewn trefniadau nad ydynt y gofyn am ymarfer sgiliau a barn broffesiynol athro, megis goruchwyllo;

Rheoli

- 72.11.1 Cyfrannu tuag at eu dewis i'w penodi a datblygiad proffesiynol athrawon eraill a staff cefnogi, gan gynnwys sefydlu ac asesu athrawon newydd ac athrawon ar gyfnodau sefydlu yn unol â'r Rheoliadau Sefydlu;
- 72.11.2 Cynorthwyo'r pennaeth i gynnal asesiadau trothwy athrawon eraill y mae ganddo gyfrifoldebau rheoli ar eu cyfer;
- 72.11.3 Cydlynu neu reoli gwaith staff eraill; a
- 72.11.4 chymryd y rhan y bydd gofyn iddo ei gymryd mewn adolygu, datblygu a rheoli gweithgareddau ynghylch y cwricwlwm, a rhai trefniadol a bugeiliol yr ysgol;

Gweinyddiaeth

- 72.12.1 cymryd rhan yn y tasgau gweinyddol a threfniadol ynghylch y dyletswyddau a ddisgrifir uchod, gan gynnwys cyfarwyddo neu arolygu unigolion sy'n darparu cymorth i athrawon yn yr ysgol; a

- 72.12.2 mynychu gwasanaethau boreol, cofrestru presenoldeb disgyblion ac arolygu disgyblion, pa un a yw'r dyletswydd hynny i'w berfformio cyn, yn ystod neu ar ôl sesiynau ysgol.
- 72.12.3 nid yw is baragraff 12.1 o'r paragraff hwn yn golygu fod yn rhaid i athro bob amser gymryd rhan mewn trefniadau o natur glerigol neu weinyddol nad ydynt y gofyn am ymarfer sgiliau a barn broffesiynol athro.
- 72.12.4 Heb ragfarn i gynnwys is baragraff 12.3 o'r paragraff hwn, mae Anecs 3 yn cynnwys rhestr o dasgau sy'n dod o dan y paragraff hwnnw.

Rheoli amser

73. Bydd gan athro gyda chyfrifoldebau arwain neu reoli hawl, cyn belled â bo hynny'n rhesymol ymarferol, i gyfnod rhesymol o amser yn ystod sesiynau'r ysgol i ymgymryd â'r cyfrifoldebau hynny.

Amser gweithio

- 74.1 Nid yw darpariaethau'r paragraff hwn yn berthnasol i ddirprwy benaethiaid, penaeithiaid cynorthwyol, athrawon gydag uwch sgiliau nac i athrawon sy'n cael eu cyflogi i ddysgu'n rhan amser ac sy'n dod o dan ddarpariaethau paragraffau 42.6, 45.2 a 45.3.
- 74.2 Bydd athro sy'n cael ei gyflogi'n llawn amser, ar wahân i'r amgylchiadau a ddisgrifir yn is baragraff 4 y paragraff hwn, ar gael i weithio am 195 diwrnod mewn unrhyw flwyddyn ysgol, a bydd gofyn iddo ddysgu disgyblion am 190 diwrnod yn ogystal ag ymgymryd â dyletswyddau eraill a bydd yr 195 diwrnod hynny'n cael eu pennu gan ei gyflogwr neu, os mai hynny yw dymuniad ei gyflogwr, gan y pennaeth.
- 74.3 Bydd athro o'r fath ar gael i ymgymryd â'r fath ddyletswyddau ac ar y fath adegau a fydd yn cael eu pennu gan y pennaeth (neu, pan nad yw athro wedi'i benodi i ysgol benodol, gan ei gyflogwr neu gan bennaeth unrhyw ysgol y mae gofyn iddo ar y pryd weithio ynddi fel athro) am 1265 awr mewn unrhyw flwyddyn ysgol, yr oriau hynny i'w dyrannu'n rhesymol drwy'r dyddiau hynny yn y flwyddyn ysgol pan fo gofyn iddo fod ar gael i weithio.
- 74.4 Nid yw is baragraff 2 y paragraff hwn yn berthnasol i unrhyw athro sy'n cael ei gyflogi'n gyfan gwbl neu'n rhannol i berfformio dyletswyddau eraill ar gyfer disgyblion mewn sefydliadau preswyl.
- 74.5 Ni fydd amser teithio i neu o'r man gwaith yn cyfrif tuag at y 1265 awr y cyfeirir atynt yn is baragraff 3 o'r paragraff hwn.
- 74.6 Ni fydd gofyn i athro o'r fath o dan y contract fel athro ymgymryd ag arolygaeth ganol dydd a bydd caniatâd iddo gael egwyl o gyfnod rhesymol un ai rhwng sesiynau'r ysgol neu rhwng 12 ganol dydd a 2.00pm.
- 74.7 Bydd athro o'r fath, yn ychwanegol at y gofynion a ddangosir yn is baragraffau 2 a 3 o'r paragraff hwn, yn gweithio y nifer rhesymol o oriau ychwanegol gofynnol i'w alluogi i gyflawni ei ddyletswyddau proffesiynol yn effeithiol, gan gynnwys, yn enwedig, ei ddyletswyddau o dan baragraffau 72.1.1 a 72.1.3. Ni fydd nifer yr oriau sydd eu hangen ar gyfer y diben hwn y tu hwnt i'r 1265 awr y cyfeirir atynt yn is baragraff 3 o'r paragraff hwn na'r amser y tu allan i'r 1265 o oriau penodol y mae'r dyletswyddau i'w perfformio, yn cael eu diffinio gan y cyflogwr.

Amser cynllunio a pharatoi gwarantedig

- 75.1 Bydd gan athro y mae paragraff 74 yn berthnasol iddo hawl, fel rhan o'r 1265 awr y cyfeirir atynt ym mharagraff 74.3, hawl i gyfnodau rhesymol i'w alluogi i ysgwyddo ei gyfrifoldebau o dan baragraffu 72.1.1, 72.1.3 a 72.3.
- 75.2 Ni fydd amser cynllunio a pharatoi yn llai na 10% o amser dysgu ar amserlen athro (ac ar gyfer hyn ystyr "amser dysgu ar yr amserlen" yw cyfanswm yr amser ar amserlen yr ysgol sydd wedi'i ddynodi gan y pennaeth i'r athro ar amserlen yr ysgol ar gyfer dysgu disgyblion)
- 75.3 Bydd amser cynllunio a pharatoi'n cael ei ddarparu mewn unedau o ddim llai na hanner awr yn ystod y rhannau hynny o amserlen yr ysgol y mae disgyblion yn cael eu dysgu yn y pynciau craidd a phynciau sylfaen eraill neu addysg grefyddol.
- 75.4 Ni fydd gofyn i athro o'r fath ysgwyddo unrhyw gyfrifoldebau eraill, gan gynnwys darparu llanw yn unol â pharagraff 72.9, yn ystod ei amser cynllunio a pharatoi.
- 75.5 Mae is baragraffau 1 i 3 o'r paragraff hwn hefyd yn berthnasol i athro dosbarth sy'n cael ei gyflogi'n rhan amser ond gan newid y 1265 awr yn is baragraff 1 i'r nifer, fel cyfran o'r 1265 awr, sy'n hafal i gyfran o wythnos yr ysgol y mae'r athro'n ei weithio fel arfer.

Mae'r Fanyleb yn nodi'r sgiliau, yr wybodaeth a'r profiad a ystyrir yn hanfodol er mwyn ymgymryd â dyletswyddau'r swydd yn effeithiol. Caiff ei defnyddio wrth lunio rhestr fer ac ar gyfer y broses o gyfweld am y swydd hon. Dylech ddangos ar eich ffurflen gais sut rydych yn bodloni'r meini prawf hyn. Byddwch ddim ond yn cael eich cynnwys ar y rhestr fer os ydych yn bodloni pob un o'r meini prawf hanfodol (â'r meini prawf dymunol lle bo'n bertnnasol).

Teitl y Swydd: Athro / Athrawes

Gwasanaeth: Ysgolion

<u>MEINI</u> <u>PRAWF</u>	<u>HANFODOL</u>	<u>DYMUNOL</u>	<u>DULL</u> <u>ASESU</u> Ffurflen Gais / Cyfweliad / Cyflwyniad / Geirda ac ati
i. ADDYSG A CHYMWYSTERAU	Athro / athrawes gymwysedig	Tystiolaeth o Hyfforddiant Mewn Swydd parhaus ac ymrwymiad i ddatblygiad proffesiynol pellach.	Ffurflen Gais / Cyfweliad
ii. PROFIAD PERTHNASOL	Profiad o weithio o fewn maes penodol	Profiad o drefnu a rhedeg gweithgareddau all gwricwlaidd	Ffurflen Gais / Cyfweliad
iii. GWYBODAETH A SGILIAU CYSYLLTIEDIG Â'R SWYDD	Gwybodaeth a dealltwriaeth dda o'r cwricwlwm a'r Fframwaith Sgiliau. Yn gallu defnyddio amrywiaeth o ddulliau i ddysgu a rheoli dosbarth yn llwyddiannus. Yn gallu cynllunio gwersi gwahaniaethol yn briodol, sy'n rhoi her, yn rhoi cefnogaeth ac yn ysgogi plant i ddysgu.	Yn gallu dysgu Cymraeg fel ail iaith	Ffurflen Gais / Cyfweliad

	Yn gallu gweithio'n effeithiol fel rhan o dîm. Yn gallu gweithio i derfynau amser heriol yn ôl y gofyn a rheoli amser yn effeithiol Yn gallu cysylltu gyda phlant a rheini ar lefel unigol.		
iv. NODWEDDION PERSONOL	Diwyd, hunan ddibynnol, trefnus, egniol ac arloesol. Sgiliau cyfathrebu ardderchog, ar lafar ac ar bapur Yn gallu cyfathrebu'n dda gyda disgyblion o bob gallu. Ymrwymiad i ddysgu ac i sicrhau fod pob unigolyn yn cyflawni'i botensial. Ymrwymiad i ddatblygu'n broffesiynol. Bodlon cwblhau prosesau hunan werthusiad, i ddysgu ac i ddatblygu.		Ffurflen Gais / Cyfweliad
v. GOFYNION ERAILL	Cydymdeimlad â diwylliant Cymru	Gallu siarad Cymraeg yn rhugl	Ffurflen Gais / Cyfweliad

PART 12 - CONDITIONS OF EMPLOYMENT OF TEACHERS OTHER THAN HEAD TEACHERS

Job Title: Teacher
Grade: Teacher pay scale - £22,917 - £38,633
Service: Schools
Responsible to: Headteacher
Job ID Number / Date Issued: 01746

Exercise of general professional duties

- 70.1 Subject to paragraphs 42.6 and 45.2, a teacher who is not a head teacher shall carry out the professional duties of a teacher as circumstances may require-
- 70.1.1 If he is employed as a teacher in a school, under the reasonable direction of the head teacher of that school;
- 70.1.2 If he is employed by an authority on terms under which he is not assigned to any one school, under the reasonable direction of that authority and of the head teacher of any school in which he may for the time being be required to work as a teacher.
- 70.2 A teacher who has failed satisfactorily to complete an induction period and who is employed pursuant to regulation 18(5) of the Induction Regulations in relation to England or regulation 16(5) of the Induction Regulations in relation to Wales must only carry out such limited teaching duties as the Secretary of State determines pursuant to that regulation.

Exercise of particular duties

- 71.1 Subject to paragraphs 42.6, 45.2, 45.3, and 71.2 a teacher employed as a teacher (other than a head teacher) in a school shall perform, in accordance with any directions which may reasonably be given to him by the head teacher from time to time, such particular duties as may reasonably be assigned to him.
- 71.2 A teacher employed by an authority on terms such as those described in paragraph
- 70.1.2 Shall perform, in accordance with any direction which may reasonably be given to him from time to time by the authority or by the head teacher of any school in which he may for the time being be required to work as a teacher, such particular duties as may reasonably be assigned to him.

Professional duties

72. Subject to paragraphs 42.6, 45.2 and 45.3, the following duties shall be deemed to be included in the professional duties which a teacher (other than a head teacher) may be required to perform-

Teaching

- 72.1 In each case having regard to the curriculum for the school, and with a view to

promoting the development of the abilities and aptitudes of the pupils in any class or group assigned to him-

- 72.1.1 Planning and preparing courses and lessons;
- 72.1.2 Teaching, according to their educational needs, the pupils assigned to him, including the setting and marking of work to be carried out by the pupil in school and elsewhere;
- 72.1.3 Assessing, recording and reporting on the development, progress and attainment of pupils;

Other activities

- 72.2.1 Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to him;
- 72.2.2 Providing guidance and advice to pupils on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports;
- 72.2.3 Making records of and reports on the personal and social needs of pupils;
- 72.2.4 Communicating and consulting with the parents of pupils;
- 72.2.5 Communicating and co-operating with persons or bodies outside the school; and
- 72.2.6 Participating in meetings arranged for any of the purposes described above;

Assessments and reports

- 72.3 Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils;

Appraisal or review of performance

- 72.4 Participating in arrangements made in accordance with the 2002 Regulations or the 2006 Regulations for the appraisal or review of his performance and that of other teachers;

Review, induction, further training and development

- 72.5.1 Reviewing from time to time his methods of teaching and programmes of work;
- 72.5.2 Participating in arrangements for his further training and professional development as a teacher including undertaking training and professional development which aim to meet needs identified in statements of objectives or in appraisal statements where teachers are subject to the 2002 Regulations, or in planning and review statements where teachers are subject to the 2006 Regulations;
- 72.5.3 In the case of a teacher serving an induction period pursuant to the Induction Regulations, participating in arrangements for his supervision and training;

Educational methods

- 72.6 Advising and co-operating with the head teacher and other teachers (or any one or

more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements;

Discipline, health and safety

- 72.7 Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere;

Staff meetings

- 72.8 Participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements;

Cover

- 72.9.1 Subject to sub-paragraph 9.2 of this paragraph, supervising and so far as practicable teaching any pupils whose teacher is not available to teach them;
- 72.9.2 Except in the case of a teacher employed wholly or mainly for the purpose of providing such cover, no teacher shall be required to provide such cover for more than 38 hours in any school year;

External examinations

- 72.10.1 Participating in arrangements for preparing pupils for external examinations, assessing pupils for the purposes of such examinations and recording and reporting such assessments; and participating in arrangements for pupils presentation for, and conducting, such examinations;
- 72.10.2 Sub-paragraph 10.1 of this paragraph does not require a teacher routinely to participate in any arrangements that do not call for the exercise of a teacher's professional skills and judgement, such as invigilation;

Management

- 72.11.1 Contributing to the selection for appointment and professional development of other teachers and support staff, including the induction and assessment of new teachers and teachers serving induction periods pursuant to the Induction Regulations;
- 72.11.2 Assisting the head teacher in carrying out threshold assessments of other teachers for whom he has management responsibility;
- 72.11.3 Co-ordinating or managing the work of other staff; and
- 72.11.4 Taking such part as may be required of him in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school;

Administration

- 72.12.1 Participating in administrative and organisational tasks related to such duties as are described above, including the direction or supervision of persons providing support for the teachers in the school; and

- 72.12.2 Attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions.
- 72.12.3 Sub-paragraph 12.1 of this paragraph does not require a teacher routinely to undertake tasks of a clerical or administrative nature which do not call for the exercise of a teacher's professional skills and judgment.
- 72.12.4 Without prejudice to the generality of sub-paragraph 12.3 of this paragraph, Annex 3 contains a list of tasks falling within the scope of that paragraph.

Management time

73. A teacher with leadership or management responsibilities shall be entitled, so far as is reasonably practicable, to a reasonable amount of time during school sessions for the purpose of discharging those responsibilities.

Working time

- 74.1 The provisions of this paragraph shall not apply to deputy head teachers, assistant head teachers, advanced skills teachers or to teachers employed to teach part-time and are subject to paragraphs 42.6, 45.2 and 45.3.
- 74.2 A teacher employed full-time, other than in the circumstances described in sub-paragraph 4 of this paragraph, shall be available for work for 195 days in any school year, of which 190 days shall be days on which he may be required to teach pupils in addition to carrying out other duties; and those 195 days shall be specified by his employer or, if his employer so directs, by the head teacher.
- 74.3 Such a teacher shall be available to perform such duties at such times and such places as may be specified by the head teacher (or, where the teacher is not assigned to any one school, by his employer or the head teacher of any school in which he may for the time being be required to work as a teacher) for 1265 hours in any school year, those hours to be allocated reasonably throughout those days in the school year on which he is required to be available for work.
- 74.4 Sub-paragraph 2 of this paragraph does not apply to such a teacher employed wholly or mainly to teach or perform other duties in relation to pupils in a residential establishment.
- 74.5 Time spent in travelling to or from the place of work shall not count against the 1265 hours referred to in sub-paragraph 3 of this paragraph.
- 74.6 Such a teacher shall not be required under his contract as a teacher to undertake midday supervision, and shall be allowed a break of reasonable length either between school sessions or between the hours of 12 noon and 2.00pm.
- 74.7 Such a teacher shall, in addition to the requirements set out in sub-paragraphs 2 and 3 of this paragraph, work such reasonable additional hours as may be needed to enable him to discharge effectively his professional duties, including, in particular, his duties under paragraphs 72.1.1 and 72.1.3. The amount of time required for this purpose beyond the 1265 hours referred to in sub-paragraph 3 of this paragraph and the times outside the 1265 specified hours at which duties shall be performed shall not be defined by the employer.

Guaranteed planning and preparation time

- 75.1 A teacher to whom paragraph 74 applies shall be allowed as part of the 1265 hours referred to in paragraph 74.3 reasonable periods of time ("PPA time") to enable him to carry out his duties under paragraphs 72.1.1, 72.1.3 and 72.3.
- 75.2 PPA time shall amount to not less than 10% of the teacher's time-tabled teaching time (and for this purpose "time-tabled teaching time" means the aggregate period of time in the school time-table during which the teacher has been assigned by the head teacher in the school time-table to teach pupils).
- 75.3 PPA time shall be provided in units of not less than half an hour during those parts of the school time-table in which pupils are taught the core and other foundation subjects or religious education.
- 75.4 Such a teacher shall not be required to carry out any other duties, including the provision of cover in accordance with paragraph 72.9, during his PPA time.
- 75.5 Sub-paragraphs 1 to 3 of this paragraph also apply to a classroom teacher who is employed on a part-time basis with the substitution for the reference to 1265 hours in sub-paragraph 1 of a reference to that number which, as a proportion of 1265 hours, equates to the proportion of the school week that the teacher is normally employee.

DENBIGHSHIRE COUNTY COUNCIL

PERSON SPECIFICATION

The Person Specification sets out the skills, knowledge and experience that are considered to be necessary to carry out the duties of the post effectively. It will be used in the short-listing and interview process for this post. You should demonstrate on your application form how you meet these criteria as you will only be shortlisted if you meet all of the essential criteria (and desirable criteria where applicable).

Post Title: Teacher

Service: Schools

<u>CRITERIA</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>	<u>METHOD OF ASSESSMENT</u> Application Form / Interview / Presentation / References etc
i. EDUCATION & QUALIFICATIONS	Qualified Teacher status	Evidence of continuous INSET and commitment to further professional development.	Application Form/ Interview
ii. RELEVANT EXPERIENCE	Experience of working within specified area	Experience in organising and running extra-curricular activities	Application Form/ Interview
iii. JOB RELATED KNOWLEDGE & SKILLS	Good knowledge and understanding of the curriculum and the Skills Framework. An ability to utilise a range of teaching and class management methods successfully. An ability to plan appropriately differentiated lessons, which present challenge, provide support and motivate children to learn. An ability to work effectively as part of a team.	Ability to teach Welsh as a second Language	Application Form/ Interview

	An ability to work to challenging deadlines where appropriate and manage time effectively. The ability to engage with children and parents on an individual level.		
iv. PERSONAL QUALITIES	Self-motivated, self-reliant, organised, energetic and innovative. Excellent oral & written communication skills. An ability to communicate well with pupils of all abilities. A commitment to teaching and ensuring that each individual fulfils their potential. A commitment to develop professionally. A willingness to complete self-appraisal processes, to learn and to develop.		Application Form/ Interview
v. OTHER REQUIREMENTS	An empathy with the Welsh Culture	Fluent Welsh Speaker	Application Form/ Interview