Ysgol Uwchradd Dinbych
Denbigh High School



Mr S Molloy Pennaeth / Head teacher

ATHRO/ATHRAWES CYMRAEG

Cyfeirnod y swydd: YDHS00065HME
Lleoliad: Ysgol Uwchradd Dinbych
Cyflog: Graddfa Athrawon
Yn eisiau ar gyfer Medi 2017
Parhaol

Mae angen athro brwdfrydig, gyda chymwysterau da, i gychwyn ym mis Medi 2017. Bydd yn ymuno ag adran weithgar, lwyddiannus a blaengar. Mae'r gallu i addysgu ar draws yr ystod oedran a'r ystod pynciau yn hanfodol.

Mae gweledigaeth yr ysgol yn cynnwys y nôd 'dyheadau ar gyfer pawb' sy'n berthnasol i staff a disgyblion. Byddwn yn ymdrechu i sicrhau bod eich datblygiad proffesiynol yn rhoi i chi gyda phob cyfle i gyflawni eich uchelgeisiau proffesiynol eich hun.

Mae penodiad yn amodol ar Ddatgeliad Gwasanaeth Datgelu ac Atal a geirdaon boddhaol.

Os hoffech chi drafod unrhyw agwedd ar y swydd, ffoniwch Mr Simeon Molloy, Pennaeth ar 01745 812485.

Os oes gennych ddiddordeb yn y swydd wag hon, gwnewch gais ar-lein trwy ein gwefan www.sirddinbych.gov.uk Am ddulliau eraill o wneud cais, cysylltwch â Helen Murphy, Cynorthwyydd AD ar 01745 812485 neu ar e-bost helen.murphy@sirddinbych.gov.uk

Mae'n rhaid i CVs fod ynghlwm â ffurflen gais swyddogol Cyngor Sir Ddinbych. Mae'n ddrwg gennym nad ydym yn gallu ateb pob cais. Os nad ydych wedi derbyn ateb o fewn tair wythnos i'r dyddiad cau, dylech gymryd yn ganiataol nad ydych wedi cyrraedd y rhestr fer am gyfweliad.

Dyddiad Cau: 22 Mehefin 2017
Dyddiad Cyfweliad: 26 Mehefin 2017

Mae Cyngor Sir Ddinbych yn ymroddedig i Gyfle Cyfartal a'i Safonau Iaith Gymraeg. Rydym yn croesawu ceisiadau yn y Gymraeg. Sylwch na fydd unrhyw ffurflenni cais a dderbynnir yn y Gymraeg yn cael eu trin yn llai ffafriol na ffurflenni cais a gyflwynwyd yn Saesneg.

TEACHER OF WELSH

Job reference: YDHS00065HME
Location: Denbigh High School
Salary: Teachers Pay Scale
Required for September, 2017
Permanent

Required from September 2017, a well-qualified, enthusiastic teacher to join a hard-working, successful and innovative department. Ability to teach across the age and subject range is essential.

Our school vision includes the aim 'aspirations for all' which applies to staff and pupils. We will endeavour to ensure that your professional development provides you with every opportunity to achieve your own professional ambitions.

Appointment subject to Disclosure & Barring Service Check and satisfactory references.

If you would like to discuss any aspect of the post, please call Mr Simeon Molloy, Headteacher on 01745 812485.

If you are interested in this vacancy, please apply on-line via the website www.denbighshire.gov.uk. For alternative methods of applying please contact Helen Murphy, HR Assistant on 01745 812485 or email helen.murphy@denbighshire.gov.uk

CVs must be accompanied by a completed Denbighshire County Council Application form. 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: 22 June 2017
Interview Date: 26 June 2017

Denbighshire County Council is committed to Equal Opportunities and its Welsh Language Standards. We welcome applications in the Welsh Language and application forms received in the Welsh Language will not be treated less favourably than an application form submitted in English.

disability confident EMPLOYER | hyderus o ran anabledd CYFLOGWR

Cyd-weithio - cydlwyddo - â balchder
Succeeding Together - Progressing with Pride

Rhan 7 – Fframwaith Cytundebol i Athrawon

Teitl y Swydd: Athro/Athrawes
Gwasanaeth: Ysgolion
Yn gyfrifol i: Pennaeth

Swydd I.D. / Dyddiad cyhoeddi 01746 / Medi 2016

51 Athrawon nad ydynt yn bennaeth

51.1 Efallai y bydd yn ofynnol i athro gyflawni'r dyletswyddau canlynol:

Addysgu

51.2 Cynllunio ac addysgu gwersi i'r dosbarthiadau y caiff ei neilltuo i'w haddysgu yng nghyd-destun cynlluniau, cwricwlwm a chynlluniau gwaith yr ysgol.

51.3 Asesu, monitro, cofnodi ac adrodd am anghenion dysgu, cynnydd a chyflawniadau'r disgyblion a neilltuwyd.

51.4 Cymryd rhan mewn trefniadau i baratoi disgyblion ar gyfer arholiadau allanol.

Trefniadaeth, strategaeth a datblygiad ysgol gyfan

51.5 Cyfrannu at ddatblygu, gweithredu a gwerthuso polisïau, arferion a gweithdrefnau'r ysgol mewn ffordd sy'n cynorthwyo gwerthoedd a gweledigaeth yr ysgol.

51.6 Gweithio gydag eraill ar ddatblygiad disgyblion a/neu'r cwricwlwm, er mwyn sicrhau canlyniadau cydgysylltiedig.

51.7 Yn ddarostyngedig i baragraff 53.7, goruchwylio, ac i'r graddau sy'n ymarferol, addysgu unrhyw ddisgyblion os nad yw'r sawl a nodwyd yn yr amserlen i addysgu'r dosbarth ar gael i wneud hynny.

Lechyd, diogelwch a disgyblaeth

51.8 Hyrwyddo diogelwch a lles disgyblion.

51.9 Cynnal trefn a disgyblaeth dda ymhlith disgyblion.

Rheoli staff ac adnoddau

51.10 Cyfarwyddo a goruchwylio staff cymorth a neilltuwyd iddynt ac athrawon eraill pan fo hynny'n briodol.

51.11 Cyfrannu at recriwtio, dewis, penodi a datblygiad proffesiynol athrawon eraill a staff cymorth.

51.12 Trefnu adnoddau a ddirprwywyd iddynt.

Datblygiad proffesiynol

51.13 Cymryd rhan mewn trefniadau i werthuso ac adolygu eu perfformiad eu hunain a, phan fo hynny'n briodol, berfformiad athrawon eraill a staff cymorth.

51.14 Cymryd rhan mewn trefniadau ar gyfer eu hyfforddiant a'u datblygiad proffesiynol pellach eu hunain a, phan fo hynny'n briodol, hyfforddiant a datblygiad proffesiynol athrawon eraill a staff cymorth, gan gynnwys gweithgarwch ymsefydlu.

Cyfathrebu

51.15 Cyfathrebu â disgyblion, rhieni a gofalwyr.

Gweithio gyda chydweithwyr a gweithwyr proffesiynol perthnasol eraill

51.16 Cydlafurio a gweithio gyda chydweithwyr a gweithwyr proffesiynol perthnasol eraill yn yr ysgol a thu hwnt i'r ysgol.

52 Oriau Gwaith

52.1 Nid ystyrir bod dim yn y Ddogfen hon yn mynd yn groes i Gyfarwyddeb Cyngor 93/104/EC, dyddiedig 23 Tachwedd 1993, ynghylch agweddau penodol ar drefnu oriau gwaith(19).

(19) (S.I. 1998/1833).

Diwrnodau gwaith

52.2 Rhaid i athro a gyflogir yn llawn amser fod ar gael i weithio 195 diwrnod, ac o blith y rhain:

a) rhaid i 190 o ddiwrnodau fod yn ddiwrnodau pan fydd yn ofynnol i'r athro addysgu disgyblion a chyflawni dyletswyddau eraill; a

b) rhaid i 5 diwrnod fod yn ddiwrnodau pan fydd yn ofynnol i'r athro gyflawni dyletswyddau eraill yn unig; a

rhaid i'r 195 o ddiwrnodau hynny gael eu nodi gan y cyflogwr neu, os bydd y cyflogwr yn rhoi cyfarwyddyd o'r fath, gan y pennaeth.

52.3 Nid yw paragraff 52.2 yn gymwys i athro a gyflogir yn llawn amser yn gyfan gwbl neu'n bennaf er mwyn addysgu neu gyflawni dyletswyddau eraill mewn perthynas â disgyblion mewn sefydliad preswyl.

Oriau gwaith penodedig

52.4 Nid yw darpariaethau paragraffau 52.2 i 52.12 yn gymwys i'r canlynol:

a) penaethiaid, dirprwy benaethiaid, penaethiaid cynorthwyol, athrawon ar yr ystod cyflog ar gyfer ymarferwyr arweiniol neu athrawon sy'n cael lwfans dros dro am gyflawni dyletswyddau pennaeth, dirprwy bennaeth neu bennaeth cynorthwyol yn unol â pharagraff 23;

b) (athrawon digyswllt sy'n gyfrifol am unedau cyfeirio disgyblion, y pennir eu tâl yn unol â'r darpariaethau sy'n gymwys i benaethiaid yn unol â pharagraff 40;

c) (athrawon digyswllt (ac eithrio'r rhai sy'n gyfrifol am unedau cyfeirio disgyblion) y pennir eu tâl yn unol â'r darpariaethau sy'n gymwys i aelod o'r grŵp arweinyddiaeth yn unol â pharagraff 40.

52.5 Rhaid i athro a gyflogir yn llawn amser fod ar gael i gyflawni dyletswyddau o'r fath ar y cyfryw adegau ac yn y cyfryw leoedd ag a nodir gan y pennaeth (neu, os nad yw'r athro wedi cael ei neilltuo i ysgol benodol, gan y cyflogwr neu gan bennaeth unrhyw ysgol lle y gallai fod yn ofynnol i'r athro weithio), am 1265 awr, a bydd yr oriau hynny yn cael eu dyrannu mewn ffordd resymol trwy gydol y diwrnodau hynny yn ystod y flwyddyn ysgol pan fydd gofyn i'r athro fod ar gael i weithio.

52.6 Mae paragraff 52.5 yn gymwys i athro a gyflogir yn rhan amser, ac eithrio bod yn rhaid i nifer yr oriau y mae'n rhaid i'r athro fod ar gael i'w gweithio gyfateb i'r gyfran honno o 1265 awr sy'n cyfateb i gyfran o gyfanswm y tâl y mae gan yr athro'r hawl i'w gael yn unol â pharagraffau 41 a 42.

52.7 Yn ogystal â'r oriau y mae'n ofynnol i athro fod ar gael i'w gweithio o dan baragraff 52.5 neu 52.6, rhaid i athro weithio'r cyfryw oriau ychwanegol rhesymol ag y bydd angen eu gweithio o bosibl er mwyn galluogi'r athro i gyflawni ei ddyletswyddau proffesiynol mewn ffordd effeithiol, gan gynnwys, yn arbennig, cynllunio a pharatoi cyrsiau a gwersi; ac asesu, monitro, cofnodi ac adrodd am anghenion dysgu, cynnydd a chyflawniadau disgyblion a neilltuwyd.

52.8 Ni chaiff y cyflogwr bennu faint o'r oriau ychwanegol y cyfeirir atynt ym mharagraff 52.7 y mae'n rhaid eu gweithio neu pryd y mae'n rhaid gweithio'r oriau hyn.

52.9 Yn ddarostyngedig i baragraff 52.10, ni fydd yn ofynnol i unrhyw athro a gyflogir yn rhan amser fod ar gael i weithio ar unrhyw ddiwrnod o'r wythnos neu ran o unrhyw ddiwrnod o'r wythnos nad yw'n ofynnol i'r athro fod ar gael i weithio arnynt fel arfer o dan ei gontract cyflogaeth (os bydd hynny at ddibenion addysgu disgyblion a chyflawni dyletswyddau eraill neu er mwyn cyflawni dyletswyddau eraill yn unig).

52.10 Yn ddarostyngedig i baragraffau 52.6 a 52.11, efallai y bydd yn ofynnol i athro rhan amser gyflawni dyletswyddau, ac eithrio addysgu disgyblion, y tu allan i sesiynau ysgol ar unrhyw ddiwrnod y mae'n ofynnol i'r athro fod ar gael i weithio

fel arfer (p'un a fydd yn ofynnol i'r athro fod ar gael i weithio'r diwrnod cyfan hwnnw neu ran o'r diwrnod hwnnw yn unig fel arfer).

52.11 Ni chaiff cyfanswm yr amser y bydd modd gofyn i'r athro fod ar gael er mwyn cyflawni dyletswyddau, ac eithrio addysgu disgyblion, y tu allan i sesiynau ysgol o dan baragraff 52.10 pan gaiff ei fynegi fel cyfran o gyfanswm yr amser y byddai gofyn i'r athro fod ar gael i wneud gwaith o'r fath, pe bai'n cael ei gyflogi yn yr un swydd o dan drefniant llawn amser, fod yn fwy na'r amser sy'n gyfwerth â'r gyfran honno o gyfanswm y tâl y mae gan yr athro hawl i'w gael o dan baragraffau 41 a 42.

52.12 Nid yw'r amser y bydd athro yn ei dreulio yn cymryd yr egwyl y cyfeiriwyd ati ym mharagraff 53.3 neu'n teithio i'w fan gwaith ac oddi yno, yn cyfrif tuag at y 1265 awr y cyfeirir atynt ym mharagraff 52.5 neu'r amser cyfwerth â pro rata y cyfeirir ato ym mharagraff 52.6, yn ôl y digwydd.

Hawliau a Roddir - I Bob Athro

53 Hawliau cyffredinol

53.1 Ni fydd yn ofynnol i unrhyw athro weithio ar unrhyw ddydd Sadwrn, dydd Sul na gŵyl gyhoeddus oni fydd ei gontract cyflogaeth yn nodi hyn yn benodol (er enghraifft yn achos athrawon mewn sefydliadau preswyl).

53.2 Ni fydd yn ofynnol i unrhyw athro ymgymryd â gwaith goruchwylio canol dydd o dan ei gontract cyflogaeth fel athro.

Egwyl ddyddiol

53.3 Rhaid i athro y mae'n ofynnol iddo fod ar gael i weithio mwy nag un sesiwn ysgol yn ystod unrhyw ddiwrnod ysgol gael cyfnod rhesymol o egwyl naill ai rhwng sesiynau ysgol neu rhwng canol dydd a 2.00pm. Mae hawl gan ddirprwy benaethiaid, penaethiaid cynorthwyol ac athrawon ar yr ystod cyflog ar gyfer ymarferwyr arweiniol i gael cyfnod rhesymol o egwyl tua chanol dydd bod diwrnod ysgol fel y bo'n rhesymol ymarferol.

Cydbwysedd rhwng bywyd a gwaith

53.4 Rhaid i gyrff llywodraethu a phenaethiaid, wrth gyflawni eu dyletswyddau, ystyried yr angen i'r pennaeth a'r athrawon yn yr ysgol allu sicrhau cydbwysedd boddhaol rhwng yr amser sydd ei angen arnynt i gyflawni eu dyletswyddau proffesiynol, gan gynnwys yn benodol, yn achos athrawon y mae paragraffau 52.2 i 52.12 yn berthnasol iddynt, eu dyletswyddau o dan baragraff 52.7 a'r amser sydd ei angen arnynt i ddilyn eu diddordebau personol y tu allan i'r gwaith. Gan ystyried hyn, dylai cyrff llywodraethu a phenaethiaid sicrhau eu bod yn cadw at y terfynau gwaith a nodir yn y Rheoliadau Amser Gwaith 1998(20).

(20) Rheoliadau Oriau Gwaith 1998 (S.I. 1998/1833).

Amser cynllunio a pharatoi wedi'i warantu

53.5 Mae gan bob athro sy'n addysgu disgyblion yr hawl i gael cyfnodau rhesymol o amser i Gynllunio, Paratoi ac Asesu (CPA) fel rhan o'r 1265 awr y cyfeirir atynt ym mharagraff 52.5 neu gyfwerth pro rata (yn ôl y digwydd) er mwyn eu galluogi i gyflawni cyfrifoldebau proffesiynol addysgu ac asesu. Rhaid darparu amser CPA mewn unedau heb fod yn llai na hanner awr yn ystod wythnos amserlen addysgu'r ysgol a rhaid iddo beidio â bod yn llai na 10% o amser addysgu a amserlennir yr athro. Rhaid peidio â gofyn i athro gyflawni unrhyw ddyletswyddau eraill yn ystod amser CPA yr athro.

Amser rheoli

53.6 Mae gan athro sydd â chyfrifoldebau arwain neu reoli, cyn belled ag y bo'n rhesymol ymarferol, yr hawl i gael amser rhesymol yn ystod sesiynau ysgol er mwyn cyflawni'r cyfrifoldebau hynny.

Cyflenwi

53.7 Dim ond ar adegau prin y dylid gofyn i athrawon gyflenwi yn unol â pharagraff 51.7, a dim ond o dan amgylchiadau annisgwyl (nid yw hyn yn gymwys i athrawon a gyflogir yn gyfan gwbl neu'n bennaf er mwyn darparu gwasanaeth cyflenwi o'r fath).

Gweinyddu ac arholiadau allanol

53.8 Ni ddylai fod yn ofynnol i athro gymryd rhan yn rheolaidd mewn tasgau gweinyddol, clercol a threfniadol nad ydynt yn galw am arfer sgiliau a barn broffesiynol athro gan gynnwys y rhai sy'n gysylltiedig â'r trefniadau ar gyfer paratoi disgyblion ar gyfer arholiadau allanol megis goruchwylio.

Hyfforddiant a datblygiad

53.9 Dylai cyngor, hyfforddiant a chyfleoedd datblygu sy'n addas ar gyfer eu hanghenion, gan gynnwys anghenion a nodwyd mewn amcanion neu mewn datganiadau neu adroddiadau gwerthuso fod ar gael i bob athro yn yr ysgol.

53.10 Ni chaiff athro sydd ynghanol cyfnod sefydlu o dan y Rheoliadau Sefydlu(21) addysgu am fwy na 90% o'r amser y byddai disgwyl i athro yn yr ysgol nad yw'n dod o dan y Rheoliadau hynny addysgu.

(21) ystyr "Rheoliadau Ymsefydlu" yw Rheoliadau Addysg (Trefniadau Ymsefydlu ar gyfer Athrawon Ysgol) (Lloegr) 2012 (S.I. 2012/1115). neu Reoliadau Addysg (Trefniadau Ymsefydlu ar gyfer Athrawon Ysgol) (Cymru) 20015 (S.I. 2015/484).

CYNGOR SIR DDINBYCH
MANYLEB PERSON

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 meiniprawf hanfodol (â'r meini prawf dymunol lle bo'n bertnnasol).

Teitl y Swydd: Athro / Athrawes Cymraeg

Ysgol: Ysgol Uwchradd Dinbych

MEINI PRAWF	**HANFODOL**	**DYMUNOL**	**DULL ASESU** Ffurflen Gais / Cyfweliad / Cyflwyniad / Geirda ac ati
i. ADDYSG A CHYMWYSTERAU	Gradd mewn disgyblaeth gysylltiedig Athro / athrawes gymwysedig	Cymwysterau proffesiynol pellach	Ffurflen gais Tystysgrifau
ii. PROFIAD PERTHNASOL	Tystiolaeth ddiweddar o'r gallu i addysgu yn llwyddiannus mewn Ysgol	Diddordeb mewn gweithgareddau all-gwricwlaidd a thraws-gwricwlaidd	Ffurflen Gais Cyfweliad Geirdaon
iii. GWYBODAETH A SGILIAU CYSYLLTIEDIG Â'R SWYDD	Y gallu i addysgu CA3, 4 a 5 Y gallu i ysbrydoli ac ysgogi pobl ifanc Dealltwriaeth o ddulliau addysgu, dysgu ac asesu effeithiol i godi safonau yn y pwnc a enwir	Ymwybyddiaeth o egwyddorion dysgu carlam	Ffurflen gais Arsylwi Gwers Cyfweliad Geirdaon

	Ymwybyddiaeth o strategaethau i ddatblygu sgiliau yn enwedig llythrennedd a rhifedd drwy'r pwnc a enwir. Gwybodaeth am sut i ddefnyddio TGCh i wella dysgu Sgiliau rheoli dosbarth a chyfathrebu rhagorol		
iv. **NODWEDDION PERSONOL**	Cadarnhaol a brwdfrydig Y gallu i weithio fel rhan o dîm Hunan-gymhelliant a gweithio'n galed Creadigol, arloesol a pharodrwydd i fod yn hyblyg Agwedd digynnwrf a phendant Model rôl da ar gyfer myfyrwyr		Ffurflen Gais Cyfweliad Geirdaon
v. **GOFYNION ERAILL**	Gallu siarad Cymraeg yn rhugl		Ffurflen Gais Cyfweliad

Part 7 – Contractual Framework for Teachers

Job Title: Teacher
Service: Schools
Responsible to: Headteacher

Job ID Number / Date Issued: 01746 / September 2016

51 Teachers other than a Headteacher

51.1 A teacher may be required to undertake the following duties:

Teaching

51.2 Plan and teach lessons to the classes they are assigned to teach within the context of the school's plans, curriculum and schemes of work.

51.3 Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.

51.4 Participate in arrangements for preparing pupils for external examinations.

Whole school organisation, strategy and development

51.5 Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.

51.6 Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.

51.7 Subject to paragraph 53.7 supervise and so far as practicable teach any pupils where the person timetabled to take the class is not available to do so.

Health, safety and discipline

51.8 Promote the safety and well-being of pupils.

51.9 Maintain good order and discipline among pupils.

Management of staff and resources

51.10 Direct and supervise support staff assigned to them and, where appropriate, other teachers.

51.11 Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.

51.12 Deploy resources delegated to them.

Professional Development

51.13 Participate in arrangements for the appraisal and review of their own performance and, where appropriate, that of other teachers and support staff.

51.14 Participate in arrangements for their own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

Communication

51.15 Communicate with pupils, parents and carers.

Working with colleagues and other relevant professionals

51.16 Collaborate and work with colleagues and other relevant professionals within and beyond the school.

52 Working Time

52.1 Nothing in this Document is to be taken to conflict with Council Directive 93/104/EC of 23 November 1993 concerning certain aspects of the organisation of working time(19).

(19) O.J. No L307, 13.12.93 p.18 which was implemented by the Working Time Regulations 1998 (S.I. 1998/1833).

Working days

52.2 A teacher employed full-time must be available for work for 195 days, of which:

a) 190 days must be days on which the teacher may be required to teach pupils and perform other duties; and

b) 5 days must be days on which the teacher may only be required to perform other duties; and

those 195 days must be specified by the employer or, if the employer so directs, by the headteacher.

52.3 Paragraph 52.2 does not apply to a teacher employed full-time wholly or mainly to teach or perform other duties in relation to pupils in a residential establishment.

Specified working hours

52.4 The provisions of paragraphs 52.2 to 52.12 do not apply to:

a) headteachers, deputy headteachers, assistant headteachers, teachers on the pay range for leading practitioners or teachers in receipt of an acting allowance for carrying out the duties of a headteacher, deputy headteacher or assistant headteacher pursuant to paragraph 23;

b) unattached teachers in charge of pupil referral units whose remuneration is determined in accordance with the provisions applicable to headteachers pursuant to paragraph 40;

c) unattached teachers (other than those in charge of pupil referral units) whose remuneration is determined in accordance with the provisions applicable to a member of the leadership group pursuant to paragraph 40.

52.5 A teacher employed full-time must be available to perform such duties at such times and such places as may be specified by the headteacher (or, where the teacher is not assigned to any one school, by the employer or the headteacher of any school in which the teacher may be required to work) for 1265 hours, those hours to be allocated reasonably throughout those days in the school year on which the teacher is required to be available for work.

52.6 Paragraph 52.5 applies to a teacher employed part-time, except that the number of hours the teacher must be available for work must be that proportion of 1265 hours which corresponds to the proportion of total remuneration the teacher is entitled to be paid pursuant to paragraphs 41 and 42.

52.7 In addition to the hours a teacher is required to be available for work under paragraph 52.5 or 52.6, a teacher must work such reasonable additional hours as may be necessary to enable the effective discharge of the teacher's professional duties, including in particular planning and preparing courses and lessons; and assessing, monitoring, recording and reporting on the learning needs, progress and achievements of assigned pupils.

52.8 The employer must not determine how many of the additional hours referred to in paragraph 52.7 must be worked or when these hours must be worked.

52.9 Subject to paragraph 52.10, no teacher employed part-time may be required to be available for work on any day of the week or part of any day of the week on which the teacher is not normally required to be available for work under their contract of employment (whether it is for the purposes of teaching pupils and performing other duties or for the sole purpose of performing other duties).

52.10 Subject to paragraphs 52.6 and 52.11, a part-time teacher may be required to carry out duties, other than teaching pupils, outside school sessions on any day on which the teacher is normally required to be available for work (whether the teacher is normally required to be available for work for the whole of that day or for only part of that day).

52.11 The total amount of time that the teacher may be required to be available to carry out duties, other than teaching pupils, outside school sessions under paragraph 52.10, when expressed as a proportion of the total amount of time that the teacher would be required to be available for such work if employed in the same post on a full-time basis, must not exceed the equivalent of that

proportion of total remuneration that the teacher is entitled to be paid under paragraphs 41 and 42.

52.12 The amount of time a teacher spends taking the break referred to in paragraph 53.3 or travelling to or from their place of work does not count towards the 1265 hours referred to in paragraph 52.5 or the pro rata equivalent referred to in paragraph 52.6, as the case may be

Rights conferred – all teachers

53 Overarching rights

53.1 No teacher may be required to work on any Saturday, Sunday or public holiday unless their contract of employment expressly provides for this (for example in the case of teachers at residential establishments).

53.2 No teacher may be required under their contract of employment as a teacher to undertake midday supervision.

Daily break

53.3 A teacher who is required to be available for work for more than one school session on any school day must be allowed one break of reasonable length either between school sessions or between the hours of 12 noon and 2.00pm. Deputy headteachers, assistant headteachers and teachers on the pay range for leading practitioners are entitled to a break of reasonable length as near to the middle of each school day as is reasonably practicable.

Work/life balance

53.4 Governing bodies and headteachers, in carrying out their duties, must have regard to the need for the headteacher and teachers at the school to be able to achieve a satisfactory balance between the time required to discharge their professional duties including, in particular, in the case of teachers to whom paragraphs 52.2-52.12 apply, their duties under paragraph 52.7, and the time required to pursue their personal interests outside work. In having regard to this, governing bodies and headteachers should ensure that they adhere to the working limits set out in the Working Time Regulations 1998(20).

(20) (S.I. 1998/1833.

Guaranteed planning and preparation time

53.5 All teachers who participate in the teaching of pupils are entitled to reasonable periods of Planning, Preparation and Assessment (PPA) time as part of the 1265 hours referred to in paragraph 52.5 or pro rata equivalent (as the case may be) to enable the discharge of the professional responsibilities

of teaching and assessment. PPA time must be provided in units of not less than half an hour during the school's timetabled teaching week and must amount to not less than 10% of the teacher's timetabled teaching time. A teacher must not be required to carry out any other duties during the teacher's PPA time.

Management time

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

Cover

53.7 Teachers should be required to provide cover in accordance with paragraph 51.7 only rarely, and only in circumstances that are not foreseeable (this does not apply to teachers who are employed wholly or mainly for the purpose of providing such cover).

Administration and external examinations

53.8 A teacher should not be required routinely to participate in any administrative, clerical and organisational tasks which do not call for the exercise of a teacher's professional skills and judgment, including those associated with the arrangements for preparing pupils for external examinations such as invigilation.

Training and development

53.9 All teachers in the school should have access to advice, training and developmental opportunities appropriate to their needs, including needs identified in objectives or in appraisal statements or reports.

53.10 A teacher serving an induction period under the Induction Regulations(21) must not teach for more than 90% of the time that a teacher at the school not subject to those regulations would be expected to teach.

(21) "Induction Regulations" means the Education (Induction Arrangements for School Teachers) (England) Regulations 2012 (S.I. 2012/1115) or the Education (Induction Arrangements for School Teachers) (Wales) Regulations 20015 (S.I.2015/484).

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 of Welsh

School: Denbigh High School

CRITERIA	**ESSENTIAL**	**DESIRABLE**	**METHOD OF ASSESSMENT** Application Form / Interview / Presentation / References etc
i. EDUCATION & QUALIFICATIONS	Graduate in a related discipline Qualified Teacher status	Further professional qualifications	Application Form/ Interview/ Certificates
ii. RELEVANT EXPERIENCE	Recent evidence of the ability to teach successfully in a school setting	Interest in extra-curricular and cross-curricular activities.	Application Form/ Interview/ References
iii. JOB RELATED KNOWLEDGE & SKILLS	Ability to teach at KS3 & KS4 Ability to inspire and motivate young people Understanding of effective teaching, learning and assessment methods to raise standards in the named subject Awareness of strategies to develop skills especially literacy and	Awareness of principles of accelerated learning	Application Form/ Lesson Observation/ Interview/ References

	numeracy through the named subject Knowledge of how to use ICT to enhance learning Excellent classroom management and communication skills		
iv. **PERSONAL QUALITIES**	Positive and enthusiastic Ability to work as part of a team Self-motivated and hard working Creative, innovative and willingness to be flexible Calm and assertive manner Good role model for students		Application Form/ Interview/ References
v. **OTHER REQUIREMENTS**	Fluent Welsh Speaker		Application Form/ Interview