

Is-bennaeth yr Adran Gymraeg

Cyfeirnod y swydd:

Lleoliad: Ysgol Dinas Brân

Cyflog: Prif Raddfa + TLR2b

Oriau: Llawn amser

Swydd Allanol

Mae angen Athro Cymraeg dynamig ac effeithiol arnom, sy'n medru dysgu Cymraeg Ail Taith hyd at safon TGAU. Mae'r swydd ar gyfer Is-bennaeth Adran ac mae'n rhaid i'r deiliad swydd feddu ar hanes canlyniadau da a'r mynd i fedru cynyddu safonau pob cyfnod allweddol ar y cyd â'r Pennaeth Adran. Bydd cyfrifoldebau yn cynnwys CA3 a CA4 Cymraeg Ail iaith

Bydd yr ymgeisydd llwyddiannus yn cynnig cyfleoedd i ysgogi disgyblion ar bob lefel. Mae'r Adran Gymraeg yn effeithiol gan gynnig cyfleoedd i'n disgyblion drwy weithgareddau y tu allan i oriau ysgol fel Eisteddfod yr Urdd a Diwrnodau arbennig yn ymwneud â'r iaith Gymraeg. Rydym yn chwilio am aelod tîm cadarnhaol ac ymroddgar er mwyn helpu cynnig addysg wych a ddwyieithog.

Mae gan Ysgol Dinas Brân ymrwymiad i ddiogelu a hyrwyddo lles plant a phobl ifanc ac rydym yn disgwyl i bob aelod o staff a gwirfoddolwyr gydymffurfio â hyn. Mae'n ofynnol i bob ymgeisydd llwyddiannus ymgymryd â Datgeliad Manylach trwy'r GDG.

Os hoffech chi drafod unrhyw agwedd ar y swydd, ffoniwch y Pennaeth, Mr Hatch ar 01978 860 669.

Dyddiad Cau: Rhagfyr yr 10^{fed} 2018

Cyfweliadau: Rhagfyr 14^{eg} 2018

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'r Adran Gwasanaethau Cwsmeriaid ar 01824 706100.

Rhaid i ymgeiswyr gwblhau ein ffurflen gais inni eu hystyried am y swydd. Mae'n ddrwg gennym na allwn ateb pob cais. Os nad ydych wedi derbyn ateb ymhen tair wythnos o'r dyddiad cau, dylech gymryd yn ganiataol nad ydych ar y rhestr fer am gyfweliad.

Mae Cyngor Sir Ddinbych yn ymroi i gynnig Cyfleoedd Cyfartal ac yn cydymffurfio a'u Safonau Iaith Gymraeg. Rydym yn croesawu ceisiadau yn y Gymraeg. Sylwch na fyddwn yn trin unrhyw ffurflenni cais a dderbynnir yn y Gymraeg yn llai ffafriol na ffurflenni cais a gyflwynwyd yn Saesneg.

Second in Department Welsh Teacher

Job reference:

Location: Ysgol Dinas Brân

Salary: Grade Main Scale + TLR2b

Hours: Full time

External vacancy

We require a dynamic and effective Teacher of Welsh, who must be able to teach up to GCSE in Welsh 2nd Language. The post is for Second in Department and the post holder must have a track record of good results and have the drive to raise standards across all the key stages in conjunction with the Head of Department. Key areas of responsibility will be KS3 and KS4 Welsh 2nd Language.

The successful candidate will offer opportunities to engage students at all levels. The Welsh Department is effective, providing opportunities to our students through extra-curricular activities such as the Urdd Eisteddfod and dedicated Welsh Language days. We are looking for a positive and committed team player to help deliver bilingualism and excellent teaching.

Ysgol Dinas Brân has a commitment to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful applicants will be required to undertake an Enhanced Disclosure via the DBS.

If you would like to discuss any aspect of the post, please call Headteacher, Mr Mark Hatch on 01978 860669.

Closing Date: 10th December 2018

Interviews: 14th December 2018

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 Customer Services on 01824 706101.

Candidates must complete our application form to be considered. 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.

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.

CYNGOR SIR DDINBYCH SWYDD-DDISGRIFIAD

Teitl y Swydd: Athro/athrawes Gymraeg

Graddfa: Prif raddfa

Gwasanaeth: Ysgol Dinas Brân

Swydd I.D / Dyddiad cyhoeddi:

Mae'r penodiad yn amodol ar yr amodau cyfredol o gyflogaeth athrawon Cyn y Trothwy a gynhwysir yn y Ddogfen Cyflogau ac Amodau Athrawon Ysgol, y Ddeddf Safonau Ysgol a Fframwaith 1998, y safonau gofynnol ar gyfer Statws Athrawon Cymwys ac unrhyw ddeddfwriaeth gyfredol arall.

Gellir newid y swydd ddisgrifiad ar unrhyw adeg yn dilyn trafodaeth rhwng y Pennaeth a'r aelod o staff, a bydd yn cael ei adolygu'n flynyddol.

Disgrifiad Cyffredinol y Swydd

Ymgymryd â dyletswyddau proffesiynol athro/athrawes fel y gofyn gan yr amgylchiadau ac yn unol â pholiisiau'r ysgol o dan gyfarwyddyd y Pennaeth.

CYFLWYNIAD

Bodloni gofynion cyffredin y Cwricwlwm Cenedlaethol yng Nghymru; hynny yw, cyfathrebu, mathemateg, datrys problemau, sgiliau creadigol a Thechnoleg Gwybodaeth; Cwricwlwm Cymreig a datblygiad personol a chymdeithasol.

CYNNYDD DISGYBLION

- Nodi amcanion dysgu clir a nodi sut y byddant yn cael eu haddysgu a'u hasesu.
- Gosod disgwyliadau priodol a heriol.
- Gosod targedau clir, adeiladu ar gyrhaeddiad blaenorol.
- Asesu pa mor dda mae amcanion dysgu wedi eu cyflawni a'u defnyddio i wella agweddau penodol o addysgu.
- Cofnodi a defnyddio canlyniadau'r gwaith asesu o ddydd i ddydd i addasu'r modd y cânt eu haddysgu, a sicrhau dilyniant yn dysgu'r disgyblion drwy nodi targedau dysgu priodol ar gyfer unigolion a grwpiau o ddisgyblion.
- Monitro gwaith disgyblion a gosod targedau ar gyfer cynnydd.
- Asesu a chofnodi cynnydd disgyblion yn systematig a chadw cofnodion i sicrhau bod gwaith yn cael ei ddeall a'i gwblhau, monitro cryfderau a gwendidau, hysbysu cynllunio a chydabod y lefel y mae'r disgybl yn ei gyflawni.

- Sicrhau safon dda o ymddygiad disgyblion drwy sefydlu rheolau a disgwyliadau uchel er mwyn creu cysylltiadau cadarnhaol; gweithgareddau pwrpasol ac amgylchedd priodol ar gyfer dysgu gan ystyried polisi'r ysgol.

ARFER PROFFESIYNOL

- Bod yn ymwybodol o allu a chefnidir y disgyblion a addysgir.
 - Darparu strwythurau clir ar gyfer gwersi gan gynnal cyflymdra, cymhelliad a her.
 - Gwneud defnydd effeithiol o asesu a sicrhau bod sylw'n cael ei roi i raglenni astudio.
 - Sicrhau addysgu effeithiol a'r defnydd gorau o'r amser sydd ar gael.
 - Monitro ac ymyrryd er mwyn sicrhau dysgu a disgyblaeth gadarn.
 - Defnyddio amrywiaeth o ddulliau addysgu er mwyn:
1. Cyfateb y dull a'r cynnwys, strwythuro gwybodaeth, cyflwyno set o syniadau allweddol a defnyddio geirfa briodol.
 2. Defnyddio cwestiynu effeithiol, gwrando'n ofalus ar ddisgyblion, a rhoi sylw i gamgymeriadau a chamsyniadau.
 3. Dewis adnoddau dysgu priodol a datblygu sgiliau astudio trwy ddefnydd o'r llyfrgell, TGCh ac adnoddau eraill.
 4. Cynnwys Sgiliau Meddwl a chyfleoedd i Asesu ar gyfer Dysgu.
- Sicrhau bod disgyblion yn caffael ac yn cadarnhau gwybodaeth, sgiliau a dealltwriaeth sy'n briodol i'r pwnc a addysgir.
 - Gwerthuso eich addysgu eich hunain yn feirniadol er mwyn gwella effeithiolrwydd.
 - Darparu adroddiadau ar gynnydd a chyflawniadau'r disgyblion, gan nodi targedau priodol ac amcanion dysgu a darparu arweiniad i alluogi rhieni / gofawyr i gefnogi addysg eu plant.
 - Paratoi a chyflwyno adroddiadau llawn gwybodaeth i rieni.
 - Sefydlu perthynas waith effeithiol a gosod esiamp l dda trwy eu cyflwyniad ac ymddygiad personol a phroffesiynol.
 - Myfyrio a gweithredu i wella eich arfer proffesiynol eich hun, gan gymryd cyfrifoldeb ar y cyd dros eich datblygiad a'ch dysgu proffesiynol eich hunain.
 - Gweithio ar y cyd gyda'r rhai sy'n cyfrannu tuag at waith yr ysgol
 - Dangos ymrwymiad i gyfleoedd cyfartal, cyfiawnder cymdeithasol a chynhwysiant.

ETHOS A BLAENORIAETHAU'R YSGOL

- Gweithredu ar bob adeg o fewn polisiau ac arferion penodedig yr ysgol.
- Cyfrannu at fywyd corfforaethol yr ysgol trwy gymryd rhan yn effeithiol mewn cyfarfodydd a systemau rheoli angenrheidiol i gydlynu rheolaeth yr ysgol.

- Cymryd cyfrifoldeb am eich datblygiad a'ch dyletswyddau proffesiynol eich hunain mewn perthynas â pholisïau ac arferion yr ysgol.
- Cysylltu'n effeithiol gyda rhieni a llywodraethwyr.
- Cymryd unrhyw gyfrifoldebau ychwanegol a all gael eu penderfynu o bryd i'w gilydd.

ATEBOLRWYDD

- Pennaeth yr Adran.
- Pennaeth

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 gyfnewid 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 berthnasol).

Teitl y Swydd: Athro/athrawes Gymraeg

Gwasanaeth: Ysgol Dinas Brân

Graddfa: Prif raddfa + TLR 2b

MEINI PRAWF	RHINWEDDAU	Hanfodol neu Dymunol	DULL ASESU Ffurflen Gais / Cyfweiliad/ Cyflwyniad / Geirdaon ayyb
i. ADDYSG A CHYMWYSTERAU	- Gradd Anrhydedd da neu rywbeth cyfatebol yn y maes pwnc perthnasol - Statws Athro/Athrawes Gymwysedig - Cymwysterau proffesiynol pellach - Addysgu Cymraeg Iaith 1af	Hanfodol Hanfodol Dymunol Dymunol	Ffurflen Gais
ii. GWYBODAETH, SGILIAU AC ADDASRWYDD	- Gallu dysgu Cymraeg 2il iaith hyd at ac yn cynnwys TGAU - Ymarferydd dosbarth ardderchog - Gwybodaeth am ddatblygiadau yn y pwnc - Sgiliau rheoli ymddygiad da - Dealltwriaeth ac ymwybyddiaeth o weithio gyda phlant a phobl ifanc gydag ymrwymadau i ddiogelu a hyrwyddo eu lles. - Gallu defnyddio TGCh yn effeithiol yn y dosbarth - Ymrwymiad at ddatblygiad proffesiynol - Y gallu i ddysgu Cymraeg 2il iaith hyd at Lefel A - Y gallu i gymryd, gweithredu a dilyn mentrau - Tystiolaeth o gyflawni canlyniadau perfformiad myfyrwyr o ansawdd uchel	Hanfodol Hanfodol Hanfodol Hanfodol Hanfodol Hanfodol Hanfodol Dymunol Dymunol Dymunol	Ffurflen Gais Cyfweiliad
iii. RHINWEDDAU PERSONOL	- Trefnus, positif a'r gallu i flaenoriaethu a gweithio yn ôl terfyn amser - Y gallu i sefydlu perthynas waith da gyda staff, myfyrwyr, rhieni a grwpiau eraill - Ymddangosiad, ymddygiad ac ymarweddiad proffesiynol - Ymddwyn gyda gonestrwydd, ymrwymiad, brwdfrydedd a ffyddlondeb - Cymhelliant, disgwyliadau uchaf ar gyfer eich hunain ac eraill. - Ymwybyddiaeth o'r gymuned a chwarae rôl ym mywyd ehangach yr ysgol	Hanfodol Hanfodol Hanfodol Hanfodol Hanfodol Dymunol	Ffurflen Gais Cyfweiliad Geirdaon

DENBIGHSHIRE COUNTY COUNCIL

JOB DESCRIPTION

Job Title: Welsh Teacher

Grade: Main Scale

Service: Ysgol Dinas Brân

Job ID Number / Date Issued

The appointment is subject to the current conditions of employment for Pre Threshold teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and other current legislation.

This job description may be amended at any time following discussion between the Headteacher and member of staff, and will be reviewed annually.

General Description of the Post

To carry out the following professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the Headteacher.

INTRODUCTION

Deliver the common requirements for the National Curriculum in Wales; that is, communication, mathematical, problem solving, creative and Information Technology skills; Cwricwlwm Cymreig and personal and social development.

PUPIL PROGRESS

- Identifying clear teaching objectives and specifying how they will be taught and assessed.
- Setting appropriate and demanding expectations.
- Setting clear targets, building on prior attainment.
- Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching.
- Record and use the results of day-to-day assessment to modify their teaching, and secure progression in pupils' learning by identifying appropriate learning targets for individuals and groups of pupils.
- Monitor pupils' work and set targets for progress.
- Assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving.
- Secure a good standard of pupil behaviour through establishing rules and high expectations in order to achieve positive relationships; purposeful activity; and an appropriate environment for learning taking due account of school policy.

PROFESSIONAL PRACTICE

- Being aware of ability and background of pupils taught.
- Provide clear structures for lessons maintaining pace, motivation and challenge.
- Make effective use of assessment and ensure coverage of programmes of study.
- Ensure effective teaching and best use of available time.
- Monitor and intervene to ensure sound learning and discipline.
- Use a variety of teaching methods to:
 1. Match approach to content, structure information, present a set of key ideas and use appropriate vocabulary.
 2. Use effective questioning, listen carefully to pupils, and give attention to errors and misconceptions.
 3. Select appropriate learning resources and develop study skills through library, ICT and other resources.
 4. Include Thinking Skills and opportunities for Assessment for Learning.
- Ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught.
- Evaluate own teaching critically to improve effectiveness.
- Provide reports on pupils' progress and achievements, identifying appropriate targets and learning goals and providing guidance to enable parents/carers to support their children's learning.
- Prepare and present informative reports to parents.
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct.
- Reflect on and act to improve own professional practice, taking shared responsibility for own professional development and learning.
- Work collaboratively and co-operatively with those who contribute toward the work of the school
- Demonstrate commitment to equal opportunities, social justice and inclusion.

SCHOOL ETHOS AND PRIORITIES

- Operate at all times within stated policies and practices of the school.
- Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school.
- Take responsibility for their own professional development and duties in relation to school policies and practices.
- Liaise effectively with parents and governors.
- Take on any additional responsibilities which might from time to time be determined.

ACCOUNTABILITY

- Head of Department.
- Headteacher

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: Welsh Teacher - Second in Department

Service: Ysgol Dinas Brân

Grade: Main Scale + TLR2b

<u>CRITERIA</u>	<u>QUALITIES</u>	<u>Essential or Desirable</u>	<u>METHOD OF ASSESSMENT</u> Application Form / Interview / Presentation / References etc
i. EDUCATION & QUALIFICATIONS	- A good Honours Degree or equivalent in relevant subject area - Qualified teacher status - Further professional qualifications - Teach 1st Language Welsh	Essential Essential Desirable Desirable	Application Form
ii. KNOWLEDGE SKILLS & APTITUDES	- Can teach Welsh 2nd language up to and including GCSE - An excellent classroom practitioner - Knowledge of developments in subject - Good behavioural management skills - Have an understanding and awareness of working with children and young people with commitment to safeguarding and promoting their welfare. - Able to use ICT effectively in classroom - Commitment to professional development - Ability to teach Welsh 2nd Language to A Level - Ability to take, implement and follow through initiatives - Evidence of achieving high quality student performance outcomes	Essential Essential Essential Essential Essential Essential Essential Desirable Desirable Desirable	Application form Interview
iii. PERSONAL QUALITIES	- Organised, positive, and able to prioritise and work to deadlines - Able to establish good working relationships with staff, students, parents and other groups - Professional appearance, conduct and demeanour - To act with integrity, commitment, enthusiasm and loyalty - Motivation, highest expectations for self and others. - Community awareness and involvement in the wider aspect of School life	Essential Essential Essential Essential Essential Desirable	Application form Interview References

Job Description

Job Title: **Second in Welsh Department / Lead for Second Language Welsh**

Responsibility Points: TLR 2b

Responsible to: Head of Welsh Dimension

Name:

Principal Responsibilities:

- To work closely with the head of Department.
- To oversee Welsh Second Language within the Department at KS3 and KS4.
- To assist the Head of Department in the production of the Departmental Development Plan.
- To ensure there are appropriate Schemes of Work for the Welsh Second language Subject for which he/she is responsible.
- To assist the Head of Department in the maintenance of good discipline within the Department.
- To take on other Department duties as agreed with the Head of Department.
- To take responsibility for the team in the absence of the Head of Department.
- To represent Department views, concerns and interests as appropriate.
- To deputise for Head of Welsh in his/her absence.

Leading and Managing Staff

- To line-manage colleagues within the team and mentor members as part of the performance management process.
- To support these colleagues with professional development.
- To provide guidance on teaching and learning styles.
- To meet regularly with the Head of Department.

Curriculum Area

- To be responsible for Second Language Welsh at KS3 & KS4
- To monitor and evaluate the progress of students at KS3 & KS4 in Second language Welsh, use data to analyse and report on performance.
- To identify under-achievement and formulate appropriate intervention mechanisms, including close liaison with parents, carers and other appropriate members of staff.
- To assist Head of Welsh with self-evaluation procedures.
- To oversee exam entries in Second Language Welsh and ensure deadlines are met.
- To assist Head of Department in reporting to Headteacher and Governing Body on exam performance.
- To promote the use of bilingual welsh across the school.
- To organize and ensure quality of any relevant moderation exercises.

- To undertake primary liaison with Welsh Second language primary schools.
- To develop extra curricular activities including Urdd and Glan Llyn.
- To lead whole-school Eisteddfod

Impact on Students

- To work with the Head of Department to ensure public examination success in appropriate key stages.
- To use data to analyse and report on examination performance, in co-ordination with Head of Department.

Resources and Facilities

- To ensure all resources are appropriate and available for all groups.
- To support Head of Department in managing and acquiring resources.

Student Performance Standards

The performance standards against which this post is measured are:

- The success of students of all abilities in public examinations.
- The quality and quantity of extra-curricular activities provided by the Department and the rate of student participation.
- The standard of student behaviour whilst in the Departmental area.
- The existence of clear leadership, good team work and regular staff development.
- The satisfactory completion of administrative tasks related to the post.

Teacher Pay and Conditions

Post holders are expected to carry out those duties included in the most recent national Teacher Pay and Conditions of Service Document. Copies of this can be found in the staff handbook and are available from the Headteacher.

Signed: _____

Print name: _____ Date: _____

Disgrifiad Swydd

Teitl y Swydd: **Is-bennaeth yr Adran Gymraeg** / Arweinydd ar gyfer Cymraeg Ail Iaith

Pwyntiau Cyfrifoldeb: TLR 2b

Yn atebol i: Pennaeth y Dimensiwn Gymraeg

Enw:

Prif Gyfrifoldebau:

- Cydweithio'n agos gyda phennaeth yr Adran.
- Arwain ar Gymraeg Ail Iaith yn yr Adran ar gyfer Cyfnod Allweddol 3 a 4
- Helpu'r Pennaeth Adran i gynhyrchu'r Cynllun Datblygu Adrannol.
- Gofalu fod Cynlluniau Gwaith priodol ar gyfer y Pwnc Cymraeg Ail Iaith y mae o/hi yn gyfrifol amdano.
- Helpu'r Pennaeth Adran i ofalu fod disgyblaeth dda o fewn yr Adran.
- Ymgymryd â dyletswyddau eraill yr Adran fel y cytunwyd gyda Phennaeth yr Adran.
- Cymryd cyfrifoldeb dros y tîm pan fo Pennaeth yr Adran yn absennol.
- Cynrychioli safbwyntiau, pryderon a diddordebau'r Adran fel sy'n briodol.
- Dirprwyo ar ran Pennaeth yr Adran Gymraeg pan fo/hi'n absennol.

Arwain a Rheoli Staff

- Bod yn rheolwr llinell ar gydweithwyr yn y tîm a mentora aelodau fel rhan o'r broses rheoli perfformiad.
- Cefnogi'r cydweithwyr hyn gyda datblygiad proffesiynol.
- Cynnig cyngor ar ddulliau dysgu.
- Cyfarfod gyda Phennaeth yr Adran yn rheolaidd.

Maes Cwricwlwm

- Bod yn gyfrifol am Gymraeg Ail Iaith ar gyfer Cyfnod Allweddol 3 a 4.
- Monitro a gwerthuso cynnydd disgyblion Cyfnod Allweddol 3 a 4 mewn Cymraeg Ail Iaith a defnyddio'r data i ddadansoddi a llunio adroddiadau ar berfformiad.
- Cydnabod pan fo tangyflawni a meithrin technegau ymyrryd priodol, fel cyswllt agos gyda rhieni, gofalcwyr ac aelodau staff eraill priodol.
- Helpu Pennaeth yr Adran Gymraeg gyda dulliau hunanwerthuso.
- Bwrw golwg ar bapurau arholiad Cymraeg Iaith Gyntaf a gofalu caiff y gwaith ei gwblhau mewn pryd.
- Helpu'r Pennaeth Adran i gynnig adroddiadau i'r Prifathro a'r Corff Llywodraethu am berfformiad y disgyblion mewn arholiadau.
- Hyrwyddo'r defnydd o ddwyieithrwydd yn yr ysgol.
- Trefnu unrhyw ymarferion arholiadau blwyddyn gyntaf perthnasol a gofalu eu bod o safon.
- Datblygu Y Sgwad.
- Cysylltu gydag ysgolion cynradd Cymraeg iaith gyntaf.
- Datblygu gweithgareddau y tu allan i oriau ysgol fel gweithgareddau gyda'r Urdd a theithiau i Glan Llyn.

- Arwain Eisteddfod ysgol gyfan.

Effaith ar Ddisgyblion

- Cydweithio gyda Phennaeth yr Adran er mwyn gofalu fod y disgyblion yn llwyddo mewn arholiadau cyhoeddus ar gyfer y cyfnodau allweddol priodol.
- Defnyddio data er mwyn dadansoddi a chynnig adroddiadau ar berfformiad mewn arholiadau mewn cyd-drefniant â Phennaeth yr Adran.

Adnoddau a Chyfleusterau

- Gofalu fod yr holl adnoddau yn briodol ac ar gael i'r holl grwpiau.
- Cefnogi Pennaeth yr Adran gyda rheoli a manteisio ar adnoddau.

Safonau Perfformiad Disgyblion

Dyma'r safonau perfformiad caiff y swydd hon eu mesur yn eu herbyn:

- Llwyddiant y disgyblion o bob gallu mewn arholiadau cyhoeddus.
- Ansawdd a nifer y gweithgareddau y tu allan i oriau ysgol gan yr Adran a'r gyfradd o ddisgyblion sy'n cymryd rhan.
- Safon ymddygiad y disgyblion yn yr Adran.
- Arweinyddiaeth amlwg, gweithio mewn tîm effeithiol a datblygu staff yn rheolaidd.
- Cwblhau tasgau gweinyddol, sy'n gysylltiedig â'r swydd, i safon foddhaol.

Tâl ac Amodau Athrawon

Mae disgwyl i ddeiliad y swydd gyflawni'r dyletswyddau yn y Ddogfen Tâl Athrawon ac Amodau Gwasanaeth genedlaethol ddiweddaraf. Mae copi o'r ddogfen yn y llawlyfr staff neu gallwch holi'r Prifathro am gopi.

Arwyddwyd: _____

Enw mewn llythrennau bras: _____ Dyddiad: _____