

CYD-LYNYDD ANGHENION DYSGU YCHWANEGOL

Cyfeirnod y swydd: YDHS00109W3HME
Lleoliad: Ysgol Uwchradd Dinbych
Cyflog: Graddfa Athrawon + CAD 2C (£6,646)
Llawen Amser
Parhaol
Yn eisiau ar gyfer Ionawr 2019

Mae'r Corff Llywodraethu yn dymuno penodi unigolyn brwdfrydig ac ymroddedig i ymgymryd â chyfrifoldeb parhaus gyda'r diben o sicrhau darpariaeth ADY rhagorol ac o ansawdd uchel yn Ysgol Uwchradd y Dinbych.

Byddwch yn gyfrifol am gefnogi plant ar draws yr ysgol sydd angen cymorth ychwanegol, yn gyfrifol am y gefnogaeth ymyrraeth o ansawdd uchel o ddydd i ddydd yn yr ysgol i ddisgyblion ADY, gan eu galluogi i wneud cynnydd da gyda'u dysgu.

Penodiad yn amodol ar Ddatgeliad Gwasanaeth Datgelu ac Atal a geir daon boddhaol.

Os hoffech chi drafod unrhyw agwedd ar y swydd, ffoniwch Dr Paul Evans, 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, Cynorthwydd 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 gyfweiliad.

Dyddiad Cau: 17 Hydref 2018
Dyddiad Cyfweiliad: 23 Hydref 2018

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.

ADDITIONAL LEARNING NEEDS CO-ORDINATOR

Job reference: YDHS00109W3HME
Location: Denbigh High School
Salary: Teachers Pay Scale + TLR 2C (£6,646)
Full Time
Permanent
Required for January 2019

The Governing Body are seeking an enthusiastic and committed person to undertake a sustained responsibility for the purpose of ensuring delivery of excellence and a high quality ALN provision at Denbigh High School.

You will be responsible for supporting children across the school that need extra assistance, taking responsibility for the day to day high quality in-class and intervention support for ALN pupils, enabling them to make good progress in their learning.

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

If you would like to discuss any aspect of the post, please call Dr Paul Evans, 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: 17 October 2018
Interview Date: 23 October 2018

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:	Cyd-lynydd Anghenion Dysgu Ychwanegol
Graddfa:	Graddfa Athrawon + CAD 2C
Maes Gwasanaeth:	Ysgol Uwchradd Dinbych
Yn atebol i:	Pennaeth
Cyfeirnod y Swydd / Dyddiad cyhoeddi:	Hydref 2018
Pwrpas y Swydd	
- Gweithio mewn cydweithrediad gyda, ac o dan gyfarwyddyd y Pennaeth i ddarparu arweinyddiaeth er mwyn datblygu'r ysgol ymhellach. - Cynnal cyfrifoldeb parhaus yng nghyd-destun strwythur staffio'r ysgol ar gyfer sicrhau darpariaeth barhaus o addysgu a dysgu ansawdd uchel, y mae'r athro/athrawes yn gyfrifol amdanynt.	
Prif Gyfrifoldebau	
Arwain, rheoli a datblygu maes pwnc neu gwricwlwm - Darparu arweiniad strategol ar gyfer datblygiad a rheolaeth o anghenion dysgu ychwanegol yn yr ysgol. - Canfod meysydd i'w datblygu a'u gwella, sy'n gysylltiedig a chynllun gwella'r ysgol, a mentrau cenedlaethol a lleol. - Datblygu a monitro cynlluniau gwaith ar gyfer dysgwyr gydag anghenion dysgu ychwanegol ar draws yr ysgol gyfan a sicrhau eu bod yn cael eu gweithredu'n llwyddiannus, sy'n diwallu gofynion cwricwlwm. - Cael trosolwg o gynllunio a darparu datblygiad a hyfforddiant proffesiynol parhaus mewn perthynas ag anghenion dysgu ychwanegol, a chyfrannu atynt. - Datblygu strategaethau ar gyfer technegau anghenion dysgu ychwanegol I hyrwyddo dulliau addysgu newydd, a gwella dysgu drwy'r ysgol, a monitor effeithlonrwydd wrth godi safonau addysgu a dysgu. - Monitro a gwerthuso cynnydd y disgyblion gydag anghenion dysgu ychwanegol ar draws yr ysgol. - Defnyddio TGCh yn effeithiol i addysgu a dysgu Effaith ar gynnydd addysgol disgyblion heblaw am ddosbarthiadau neu grwpiau o ddisgyblion penodol yr athrawon; - Sicrhau darpariaeth cwricwlwm addas sy'n eang, cytbwys, perthnasol a gwahaniaethol i ddisgyblion gydag anghenion dysgu ychwanegol.	

- Nodi targedau clir a phriodol ar gyfer cyrhaeddiad a /neu lwyddiant ar gyfer yr holl ddysgwyr gydag anghenion dysgu ychwanegol.
- Monitro a gwerthuso cynnydd a chyflawniad disgyblion gydag anghenion dysgu ychwanegol yn erbyn targedau
- Arwain strategaethau gwerthuso i gyfrannu at hunanwerthusiad cyffredinol yr ysgol
- Cynnal arsylwadau dosbarth a darparu adborth adeiladol a chefnogaeth lle bo'n briodol.
- Gweithredu gweithdrefnau asesu ansawdd yr Ysgol

Arwain, datblygu a gwella arferion addysgu staff eraill.

- Sicrhau bod safonau cyffredinol o arferion yn cael eu sefydlu ar draws yr ysgol i ddatblygu effeithiolrwydd arddulliau addysgu a dysgu ar gyfer dysgwyr gydag anghenion dysgu ychwanegol.
- Cynllunio a gweithredu strategaethau i wella addysgu ar gyfer dysgwyr gydag anghenion dysgu ychwanegol lle nodir anghenion
- Darparu cyflwyniad, cymorth a monitro ar gyfer staff newydd.
- Gweithredu fel esiampl o arferion da ar gyfer yr athrawon eraill a'r rhai nad ydynt yn athrawon, gan fodelu strategaethau effeithiol gyda hwy.
- Gweithredu fel arweinydd tim rheoli perfformiad ar gyfer athrawon a nodwyd a'r rhai nad ydynt yn athrawon.

Dyletswyddau penodol yn ymwneud â'r swydd

- Derbyn cyfrifoldeb ar gyfer gweithrediad dydd i ddydd Darpariaeth ADY yn enwedig canfod, asesu a'r cymorth dilynol sy'n cael ei gynnig i'r disgyblion.
- Cynnal cofrestr AAA a gweithredu'r gweithdrefnau sy'n ofynnol yn ol y Cod Ymarfer cyfredol.
- Sicrhau bod yr holl staff priodol yn darllen y Datganiadau o Anghenion, yn gyfarwydd a'r polisi ADY ac yn atgyfeirio disgyblion sydd angen eu hasesu ynglŷn a darpariaeth addysg arbennig.
- Creu, cynnal a dosbarthu Cynlluniau Addysg Unigol ar gyfer yr holl ddisgyblion gydag anghenion dysgu ychwanegol am gyfnodau priodol, a defnyddio'r Cynlluniau Addysg Unigol i werthuso effeithiolrwydd addysgu a dysgu.
- Cysylltu gyda'r holl Arweinwyr Pwnc a'r gwasanaethau cymorth allanol er mwyn darparu gwasanaeth anghenion dysgu ychwanegol yn effeithiol, a sicrhau bod yr holl ddisgyblion yn cyflawni cynnydd yn unol a'u Cynlluniau Addysg Unigol.
- Cynorthwyo'r corff llywodraethu i gyflawni eu cyfrifoldebau statudol mewn perthynas a disgyblion ADY a'u hysbysu o weithrediad y polisi ADY.
- Rheoli cyfraniad yr adran at berfformiadau'r ysgol a gweithgareddau ac ymweliadau allgyrsiol – yn bennaf cynorthwyo a chynghori ynglŷn a chyfranogwyr gydag ADY.
- Arwain cymhorthwyr addysgu
- Arwain proses pontio ar gyfer dysgwyr gydag anghenion dysgu ychwanegol

Cyfarwyddyd Strategol:

- Chwarae rol allweddol o ran ffurfio gweledigaeth yr ysgol
- Gweithio gyda'r Pennaeth i wella nod ac amcanion yr ysgol
- Cefnogi gweledigaeth, ethos a pholisiau'r ysgol a hyrwyddo lefelau llwyddiant uchel
- Cefnogi gweithrediad hunanwerthusiad a chynllun datblygu'r ysgol o fewn y cyd-destun cenedlaethol a lleol
- Sicrhau bod rhieni'n cael digon o wybodaeth am anghenion dysgu ychwanegol, eu targedau, cyrhaeddiad plant a'u rhan yn y broses o wella
- Cefnogi prosesau atebolrwydd drwy'r ysgol

Disgyblaeth

- i gymryd rôl gefnogol wrth weithredu polisi ymddygiad yr ysgol

Datblygu Staff/Rheoli Perfformiad

- Cynnal datblygiad proffesiynol eich hun, cael y diweddaraf gydag ymchwil a datblygiadau cyfredol
- Bod yn gyfrifol am Reoli Perfformiad staff dynodedig
- Cynnal hunan-adolygiad ac ymgysylltu a Rheolaeth Perfformiad rheolaidd dan arweiniad y Rheolwr Atebol

Llywodraethwyr:

- Hysbysu'r Llywodraethwyr o'r datblygiadau a mentrau newydd fel bo'r angen

Cymuned

- Hyrwyddo'r ysgol yn y gymuned leol
- Sicrhau y manteisir ar bob cyfle i hyrwyddo llwyddiannau Ysgol Uwchradd y Dinbych yn y wasg leol yn enwedig ar gyfer dysgwyr gydag anghenion dysgu ychwanegol
- Ffurfio cysylltiadau gyda'r gymuned ac asiantaethau allanol a gweithio mewn dull amlasiantaethol

Cyllid a Chyllidebau

- Monitro cyllidebau sy'n rhan uniongyrchol o'r rolau a benodwyd i sicrhau gwariant ac atebolrwydd cynaliadwy a phriodol

Efallai y bydd y swydd-ddisgrifiad hwn yn destun diwygiad neu addasiad unrhyw bryd ar ol ymgynghori gyda deilydd y swydd. Nid yw'n ddatganiad cyflawn o'r gweithdrefnau a'r tasgau, ond mae'n gosod prif ddisgwyliadau'r ysgol mewn perthynas a dyletswyddau proffesiynol deilydd y swydd, gan gynnwys darparu addysgu a dysgu o safon uchel ar draws yr ysgol a gofal bugeiliol o'r disgyblion yn eu gofal.

Adnoddau / Offer / Deunyddiau

Amherthnasol

Goruchwyllo / Rheoli Pobl

- Bod yn gyfrifol am reolaeth dydd i ddydd o staff o ran anghenion dysgu ychwanegol gan gynnwys proses recriwtio.
- Monitro perfformiad staff yn erbyn targedau'r ysgol, cynnydd y disgyblion a thargedau unigol ar gyfer dysgwyr gydag anghenion dysgu ychwanegol.
- Sicrhau bod defnydd effeithiol ac effeithlon o'r staff addysgu a'r rhai nad ydynt yn addysgu
- Sicrhau bod anghenion datblygu staff yn cael eu nodi a bod rhaglenni priodol yn cael eu dylunio i ddiwallu'r anghenion hyn.

Gwybodaeth, Sgiliau, Hyfforddiant a Phrofiad

- Profiad o weithio gyda phlant ag anghenion dysgu ychwanegol
- Profiad o ddefnyddio data asesu
- Dealltwriaeth eglur o ddatblygiadau cyfredol a'r cynlluniau ar gyfer y dyfodol ar gyfer y cwricwlwm, fframwaith sgiliau a darpariaeth ADY yng Nghymru.
- Sgiliau TGCh da
- Tystiolaeth o astudiaeth berthnasol ar ol cymhwyso a DPP yn ymwneud ag ADY
- Ymarferydd dosbarth ac ADY rhagorol
- Dealltwriaeth a gwybodaeth o strategaethau dysgu effeithiol ac ymgysylltiol.
- Dealltwriaeth a gwybodaeth drylwyr o strategaethau llythrennedd a rhifedd l sicrhau cynnydd y myfyrwyr

Amodau Gwaith Arbennig

Amherthnasol

Archwiliadau Cyflogaeth / Gofynion Penodol

Gwiriad Gwasanaeth Datgelu ac Atal , Archwiliad Iechyd, Cyfeiriadau Boddhaol, Cofrestru â Rheoliadau Addysg Cyngor Gweithlu.

Gweledigaeth / Cyd-destun

- Cyfrannu at weledigaeth glir ar gyfer ysgol effeithiol
- Dechrau a rheoli newidiadau a gwelliannau er mwyn datblygu'r ysgol, y disgyblion a'r staff
- Rheoli ac arwain staff yn ddyddiol
- Cymryd unrhyw gyfrifoldebau ychwanegol a allai gael eu pennu, o dro i dro.

CYNGOR SIR DDINBYCH

MANYLION AM YR UNIGOLYN

Mae'r Manylion 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 berthnasol).

Teitl y Swydd:	Cyd-lynydd Anghenion Dysgu Ychwanegol		
Gwasanaeth:	Ysgol Uwchradd Dinbych		
Graddfa:	Graddfa Athrawon + CAD 2C		
<u>MEINI</u> <u>PRAWF</u>	<u>HANFODOL</u>	<u>DYMUNOL</u>	<u>DULL</u> <u>ASESU</u> Ffurflen Gais / Tystysgrifau / Cyfweliad / Cyflwyniad / Geirda ac ati
1. ADDYSG A CHYMWYSTERAU	Statws Athro /Athrawes Cymwysedig Gradd Wedi cwblhau / yn cwblhau cymhwyster pellach yn ymwneud adarpariaeth ADY		Ffurflen Gais / Cyfweliad / Tystysgrifau
2. PROFIAD PERTHNASOL	Profiad sylweddol o weithio gyda phobl ifanc gydag ADY mewn amgylchedd dysgu Profiad o weithio gan ddefnyddio partneriaethau cydweithredol Profiad o reoli a chreu Cynlluniau Addysg Unigol	Profiad o drefnu a Chynnal gweithgareddau allgyrsiol	Ffurflen Gais / Cyfweliad

	Profiad o adnabod, monitro, gwerthuso a Darparu strategaethau dysgu ar gyfer disgyblion gydag ADY Profiad o greu strwythurau a gweithdrefnau i sicrhau bod dysgwyr gydag ADY yn cyflawni uchafswm eu potensial		
3. GWYBODAETH A SGILIAU CYSYLLTIEDIG Â'R SWYDD	Ymarferydd dosbarth ac ADY rhagorol Dealltwriaeth a gwybodaeth o strategaethau dysgu effeithiol ac ymgysylltiol Gwybodaeth a dealltwriaeth drylwyr o'r cwricwlwm a'r Fframwaith Sgiliau Dealltwriaeth a gwybodaeth drylwyr o Strategaethau llythrennedd a rhifedd i sicrhau cynnydd y myfyrwyr Gallu cynllunio/ cefnogi sesiynau ymyrraeth gydag amcanion clir i sicrhau cynnydd i bawb Gallu gweithio'n effeithiol fel arweinydd tim ac fel aelod tim Gallu cynllunio gwersi gwahaniaethol priodol sy'n herio, yn cefnogi ac yn ysgogi plant i ddysgu		Ffurflen Gais / Cyfweliad / Asesiad

	Sgiliau TGCh da Gallu gweithio o fewn terfynau amser heriol lle y bo'n briodol a rheoli amser yn effeithiol; Gallu ymgysylltu a phlant a rhieni ar lefel unigol Gallu defnyddio ystod o ddulliau dysgu a rheoli dosbarth yn llwyddiannus Disgwyliadau uchel ar gyfer atebolrwydd a chysondeb		
4. NODWEDDION PERSONOL	Hunan gymhelliant, trefnus, brwdfrydig ac arloesol Dyhead a phenderfyniad i wneud cyfraniad sylweddol i ddyfodol yr ysgol Yn ymroddedig i'ch ddatblygiad proffesiynol parhaus Sgiliau cyfathrebu llafar ac ysgrifenedig rhagorol Gallu cyfathrebu yn dda gyda disgyblion o bob gallu Wedi ymrwymo i addysgu a sicrhau bod pob unigolyn yn cyflawni ei botensial		Ffurflen Gais / Cyfweliad/ Asesiad

5. GOFYNION ERAILL	Empathi gyda'r Gymraeg a diwylliant Cymru. Ymrwymo i gydraddol deb ac amrywiaeth	Yn gallu siarad Cymraeg	Ffurflen Gais / Cyfweliad
---------------------------	--	------------------------------------	--------------------------------------

DENBIGHSHIRE COUNTY COUNCIL

JOB DESCRIPTION

Job Title:	Additional Learning Needs Co-ordinator
Grade:	Teachers Pay Scale + TLR 2C
Service Area:	Denbigh High School
Responsible to:	Headteacher
Job ID Number / Date Issued:	October, 2018
Job Purpose	
- To work in co-operation with, and under the direction of, the Head Teacher to provide leadership in order to further develop the school. - To undertake a sustained responsibility in the context of the school staffing structure for the purpose of ensuring continued delivery of high quality teaching and learning for which the teacher is accountable.	
Principal Accountabilities and Responsibilities	
Lead, manage and develop a subject or curriculum area - To provide strategic leadership for the development and management of additional learning needs throughout the school. - To identify areas for development and improvement linked to the school improvement plan and national and local initiatives. - To develop and monitor schemes of work for learners with additional learning needs across the whole school and ensure successful implementation which meets curriculum requirements. - To have an overview of, and contribute to the planning and delivery of continuous professional development and training related to additional learning needs. - To develop strategies for the use of additional learning needs techniques to promote new teaching methods and improve learning throughout the school and monitor effectiveness in raising standards of teaching and learning. - To monitor and evaluate pupil progress across the school with additional learning needs - To use ICT effectively in delivery of teaching and learning. Impact on the educational progress of pupils other than the teacher's Assigned classes or groups of pupils - To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for pupils with additional learning needs	

- To identify clear, appropriate targets for attainment and/or achievement for all learners with additional learning needs
- To monitor and evaluate pupils with additional learning needs progress and achievement against targets
- To lead evaluation strategies to contribute to overall school self-evaluation
- To undertake lesson observations and provide constructive feedback and support as appropriate.
- To implement school quality assessment procedures

Leading, developing and enhancing the teaching practice of other staff

- To ensure the establishment of common standards of practice across the school to develop the effectiveness of teaching and learning styles for learners with additional learning needs.
- To plan and implement strategies to improve teaching for learners with additional learning needs where needs are identified.
- To provide induction, support and monitoring for new staff.
- To act as a role model of good practice for other teachers and non-teachers, modelling effective strategies with them.
- To act as a performance management team leader for identified teachers and non-teachers.

Specific duties relating to this post

- To take responsibility for the day-to-day operation of the ALN provision particularly the identification, assessment and subsequent support offered to pupils.
- To maintain the SEN register and implement the procedures required by the current Code of Practice.
- To ensure that all appropriate staff read the Statements of Need, are familiar with the ALN policy and refer pupils in need of assessment regarding possible special educational provision.
- To create, maintain and distribute IEPs for all pupils with additional learning needs at appropriate intervals, and to use IEPs to evaluate the effectiveness of teaching and learning.
- To liaise with all Subject Leaders and external support services in order to effectively deliver the additional learning needs service, and to ensure that all pupils make progress in accordance with their IEPs.
- To assist the governing body to discharge their statutory responsibilities in relation to pupils with ALN and to keep them well informed as to the implementation of the ALN policy.
- To manage the department's contribution to school performances and extra-curricular activities and visits - in particular helping and advising on participants with ALN.
- Leadership of teaching assistants
- Leadership of transition process for learners with additional learning needs

Strategic Direction:

- Play a major role in formulating the vision for the school
- Work with the Head Teacher to further the aims and objectives of the school
- Support the vision, ethos and policies of the school and promote high levels of achievement
- Support the implementation of the school's self-evaluation and development plan within the national and local context
- Ensure that parents are well informed about additional learning needs, its targets, children's attainment and their part in the process of improvement
- Support accountability processes throughout the school

Discipline

- To take a supportive role in implementing the schools' Behaviour Policy.

Staff Development/Performance Management

- Undertake own professional development, keeping up to date with current research and developments
- Be responsible for the Performance Management of designated staff
- Undertake own self-review and engage in regular Performance Management led by the Line Manager.

Governors:

- Appraise Governors of new developments and initiatives as required.

Community

- Promote the school within its local community
- Ensure every opportunity is taken to promote the achievements of Denbigh High School in the local press particularly for learners with additional learning needs
- Forge links with the community and external agencies and work within a multiagency approach

Finance and Budget

- Monitor budgets falling directly under the roles designated to ensure sustainable and appropriate spending and accountability

This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holders' professional duties, including the provision of high quality teaching and learning across the school and the pastoral care of pupils in his/her charge.

Resources/Equipment/Material

Not applicable

Supervision/Management of People

- To be responsible for the day-to-day management of staff in additional learning needs including recruitment processes.
- To monitor staff performance against school, pupil progress and personal targets for learners with additional learning needs
- To ensure the effective and efficient deployment of staff, teaching and nonteaching
- To ensure staff development needs are identified and appropriate programmes designed to meet these needs.

Knowledge, Skills, Training and Experience

- Experience of working with children with additional learning needs
- Experience of using assessment data
- A clear understanding of current developments and future plans for the curriculum, Skills Framework and ALN provision in Wales
- Good ICT skills
- Evidence of relevant post-qualification study and CPD relating to ALN
- Excellent classroom and ALN practitioner
- Good knowledge and understanding of effective and engaging learning strategies
- Good knowledge and understanding of literacy and numeracy strategies to ensure student progress

Special Working Conditions

Not applicable

Employment Checks/ Specific Requirements

DBS Check, Health Surveillance, Satisfactory References, Registration with the Education Workforce Council.

Vision/Context

- Contribute to a clear vision for an effective school
- Initiate and manage change and improvement in order to develop the school, its pupils and its staff
- On a day-to-day basis, manage and lead staff
- Take on any additional responsibilities which might, from time to time, be determined

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:	Additional Learning Needs Co-ordinator		
Service	Denbigh High School		
Grade:	Teachers Pay Scale + TLR 2C		
<u>CRITERIA</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>	<u>METHOD OF ASSESSMENT</u> Application Form / Certificates / Interview / Presentation / References etc
1. EDUCATION & QUALIFICATIONS	Qualified Teacher Status Degree Completed / sought to complete further qualification based around ALN provision		Application Form/ Interview / Certificates
2. RELEVANT EXPERIENCE	Substantial experience of working with young people with ALN in a learning environment Experience of working using collaborative partnerships Experience of managing and creating IEPs Experience of identifying, monitoring, evaluating and providing learning	Experience in organising and running extra-curricular activities	Application Form/ Interview / Assessment

	strategies for pupils with ALN Experience of creating structures and procedures to ensure learners with ALN achieve maximum potential		
3. JOB RELATED KNOWLEDGE & SKILLS	Excellent classroom and ALN practitioner Good knowledge and understanding of effective and engaging learning strategies Good knowledge and understanding of the curriculum and the Skills Framework Good knowledge and understanding of literacy and numeracy strategies to ensure student progress Ability to plan / support intervention sessions with clear objectives to ensure progression for all An ability to work effectively as a team member and leader An ability to plan appropriately differentiated lessons, which present challenge, provide support and motivate children to learn Good ICT skills		Application Form/ Interview/ Assessment

	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 An ability to utilise a range of teaching and class management methods successfully High expectations for accountability and consistency		
4. PERSONAL QUALITIES	Self-motivated, self-reliant, organised, energetic and innovative A desire and determination to make a significant contribution to the future of the school Committed to own continuing professional development Excellent communication skills, verbal and written An ability to communicate well with pupils of all abilities A commitment to teaching and ensuring that each individual fulfils their potential		Application Form/ Interview/ Assessment

5. OTHER REQUIREMENTS	Empathy with the Welsh language and culture Committed to Equality and Diversity	Ability to speak Welsh	Application Form/ Interview
------------------------------	--	------------------------	-----------------------------