



|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Athro/Athrawes**  **Saesneg**  **Parhaol o 1**   |  | | --- | | 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 geirda boddhaol.  Os hoffech chi drafod unrhyw agwedd ar y swydd, ffoniwch yr ysgol ar 01745 343533 ext \*221/222. |   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 gyfweliad.  **Dyddiad Cau:** |  | **Teacher of English**  **Permanent contract from**  **1st September 2019**  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 \*221/222.  If you are interested in this vacancy, please apply on-line via the website www.denbighshire.gov.  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 May 2019** |

**RHAN 12 - AMODAU CYFLOGAETH ATHRAWON HEBLAW PENAETHIAID**

**Teitl y Swydd:** Athro / Athrawes

**Graddfa:** Raddfa gyflog i athrawon - £22,917 - £38,633 (pending pay award)

**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 ddosbarth 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 aseinir 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 ddosbarth neu grŵp o ddisgyblion a aseinir iddo;

72.2.2 Darparu arweiniad a chyngor i ddisgyblion ynghylch materion addysgol a chymdeithasol

ac ynghylch eu haddysg bellach a’u gyrfaoedd, 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**

72.4Cymryd 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 goruchwylio;

**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, penaethiaid 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 gyflogwyr 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.

**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

**Gwasanaeth:** Ysgolion

|  |  |  |  |
| --- | --- | --- | --- |
| **MEINI PRAWF** | **HANFODOL** | **DYMUNOL** | **DULL**  **ASESU**  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 gweithio’n effeithiol fel rhan o dȋm.  **Bwyd technoleg Rhagorol**  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. | Yn gallu dysgu Cymraeg fel ail iaith | Ffurflen Gais /  Cyfweliad |
| **iv.**  **NODWEDDION PERSONOL** | Diwyd, hunan ddibynnol, trefnus, egnïol 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

|  |  |  |  |
| --- | --- | --- | --- |
| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** | **METHOD OF ASSESSMENT**  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.  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. | Ability to teach Welsh as a second Language | Application Form/ Interview |
| **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 |