

YSGOL SEFYDLEDIG CAERGEILIOG FOUNDATION SCHOOL



MANYLION PERSON

Swydd: Pennaeth Ysgol Sefydledig Caergeiliog

CYMWYSTERAU A HYFFORDDIANT

- Statws athro/athrawes trwyddedig
- Cymhwyster CPCP - os mai dyma'r brifathrawiaeth gyntaf
- Tystiolaeth o ddatblygiad proffesiynol a rheolaethol barhaus

PROFIAD PERTHNASOL

Profiad fel Pennaeth, Dirprwy neu aelod o Dim Arwain a Rheoli mewn ysgol gynradd. Profiad eang o addysgu plant oed cynradd.

Hefyd, profiad o:

- arweiniad cadarn sydd wedi hyrwyddo safonau dysgu ac addysgu.
- arwain, rheoli a datblygu'r gweithlu gan sicrhau ymlyniad i strategaethau arfarnu, rheoli perfformiad ac unrhyw ofynion datblygiad proffesiynol staff.
- arwain a rheoli'r addysgu a'r dysgu ar draws ysgol gynradd gyfan.
- ddelio gyda materion ADY, Cynhwysiad Cymdeithasol, Hwyrddyfodiaid.
- gynllunio strategol effeithiol.
- reolaeth gyllidol effeithiol.
- drefnu a lleoli adnoddau, gan gynnwys staff, yn effeithiol.
- arwain, ysgogi a rheoli staff yn effeithiol.
- gyfathrebu gyda disgyblion, Corff Llywodraethol, holl staff a rhieni gan sicrhau atebolrwydd llawn.
- greu perthynas bartneriaethol lwyddiannus gyda rhieni a'r gymuned leol.
- ddelio'n briodol gyda materion staffio.
- hyrwyddo diogelwch a lles disgyblion a staff a sicrhau trefn a disgyblaeth dda ymhlith disgyblion a staff.

SGILIAU A GWYBODAETH BROFFESIYNOL

- Gwybodaeth a dealltwriaeth o'r prif faterion a'r datblygiadau addysgol a chyfreithiol sy'n wynebu ysgolion.
- Y gallu i weithredu o fewn fframwaith o reoliadau a dehongli a chymhwyso deddfwriaeth berthnasol.
- Dealltwriaeth gadarn o'r ethos a'r gwerthoedd sy'n sicrhau ysgol gynhwysol a llwyddiannus.
- Meddu'r gallu i greu gweledigaeth a sefydlu cyfeiriad strategol llwyddiannus.

- Y gallu i reoli newid a llunio dyfodol Ysgol.
- Sicrhau llwyddiant a gwelliant i'r ysgol trwy brosesau hunan arfarnu.
- Y gallu i ddatblygu, gweithredu, monitro a gwella polisiau ac arferion yn barhaus.
- Y gallu i sicrhau dysgu o'r safon uchaf, cyfleoedd dysgu unigol o safon uchel i bob disgybl, a safonau cyrhaeddiad uchel.

NODWEDDION PERSONOL

- Y gallu i gyfathrebu'n effeithiol, gwneud penderfyniadau a chyflwyno gweledigaeth glir;
- Sgiliau rhyngpersonol o'r radd flaenaf.
- Y gallu i greu perthynas dda gyda phlant a gwarchod eu hawliau unigol.
- Y gallu i weithio dan bwysau a chyfarfod â therfynau amser.

ANGHENION IEITHYDDOL

- Y gallu i siarad Cymraeg a Saesneg.

YSGOL SEFYDLEDIG CAERGEILIOG FOUNDATION SCHOOL



PERSON DETAILS

Post – Head Teacher Ysgol Sefydledig Caergeiliog

QUALIFICATIONS AND TRAINING

- Qualified Teacher Status.
- NPQH Qualification - if this is the first Head Teacher's post.
- Evidence of continuing professional and managerial development.

EXPERIENCE

Experience as Head or Acting Head, Deputy Head or member of the Senior Management Team in a primary school.

Experience of teaching primary pupils over a significant period of time.

Also, experience of:

- strong leadership that promoted standards of teaching and learning.
- leading, managing and developing the workforce and ensuring the effective implementation of performance management and any other staff development strategies and requirements.
- leading and managing teaching and learning across the primary age range.
- of dealing with matters related to AN, Social Inclusion and new arrivals.
- of effective strategic planning.
- of effective financial management.
- of leading, enthusing and managing staff effectively.
- of interacting effectively with pupils, staff, parents, employees and the Governing Body and ensuring accountability at all times.
- of creating a successful relationship with parents and the local community.
- of dealing appropriately with matters relating to staffing.
- of promoting pupil and staff health and safety and of ensuring sound order and discipline amongst staff and pupils.

SKILLS AND PROFESSIONAL KNOWLEDGE

- Knowledge and understanding of the main issues, both legal and educational that schools are facing.
- The ability to work within a framework of regulations and to apply them appropriately.
- A strong understanding of the ethos and values that underpin a successful and inclusive school.
- The ability to generate a vision for the school and to establish a successful strategic direction.
- A person who ensures improvement and success for a school by the effective implementation of self-assessment.
- The ability to consistently develop, action, monitor and improve policies and procedures.
- The ability to ensure the highest standards of teaching and learning, the best individual learning opportunities for each pupil and the highest standards of achievement.

PERSONAL ATTRIBUTES

- The ability to communicate effectively, to make decisions and to communicate visions clearly.
- Possessing interpersonal skills of the highest order.
- The ability to interact effectively with the pupils and be able to safeguard their individual rights.
- The ability to work under pressure and to meet deadlines.

LINGUISTIC NEEDS

- The ability to converse in both Welsh and English.