

DENBIGHSHIRE COUNTY COUNCIL JOB DESCRIPTION

Job Title: Head of Faculty: English

Grade: MPS/ UPS + TLR 1B

Service: Lifelong Learning

Service Area: Ruthin

Responsible to: Assistant Headteacher: Curriculum

Job ID Number / Date Issued:



NID DYSG HEB FOES

YSGOL BRYNHYFRYD Job Description

This appointment is subject to the current conditions of employment for teachers contained in the School Teachers' Pay and Conditions Document, The School Standards and Framework Act (1988), The Standards for Qualified Teacher Status and other current legislation

INTRODUCTION

Post: Head of Faculty: English

Purpose of the Post:

To carry out the professional duties of a teacher as set out in the School Teachers' Pay and Conditions Document in accordance with the school's policies and under the reasonable direction of the Headteacher.

Reporting to: Assistant Headteacher: Curriculum

Responsible for: The provision of a full learning experience and support for students

Liaising with: Headteacher, Leadership Team, Teachers, Support Staff and parents

Working Time: Full time as specified within the STPCD

PRINCIPAL ACCOUNTABILITIES

Use your professional skills and judgement to facilitate the learning and progress of all pupils by:

- Leading the development of appropriate syllabuses, schemes of work, resources, marking policies, assessments and teaching and learning strategies within the department.
- Keeping up to date with national developments in English teaching practice and methodology
- Responding to curriculum development and initiatives at national, regional and local level
- Monitoring, evaluating and improving the quality of teaching and learning in English

- Tracking pupil progress and preparing effective and timely intervention programmes which impact on outcomes
- Planning and preparing Learning Programmes and excellent lessons which act a guide for others
- Monitoring the assessment of students' work across the department, using your own assessment as a model of best practice
- Monitoring written assessments, reports and references relating to individual students and groups of students, using your own as a model of best practice
- Creating an appropriate physical and social environment for learning (including promotion of the school's code of conduct) across the department
- Monitor classroom support, ensuring that it is effective

Contribute to the development and welfare of pupils by:

- Nurturing the emotional, intellectual, spiritual, creative and physical well-being of all pupils
- Being a Form Tutor to an assigned group of pupils (see defined role of form tutor)
- Using data to set targets

Continue to develop professionally by:

- Taking a lead role in the school's staff development programme and participating in arrangements for further training and professional development
- Critically evaluating your own teaching and that of others to improve effectiveness
- Assessing how well learning objectives have been achieved in lessons and using the outcomes to improve specific aspects of teaching
- Take a lead role in the Performance Management Review process, supporting the development of other colleagues

Contribute effectively as a team leader by:

- Promoting teamwork
- Participating in the appointment, induction and development of staff
- Lead in the development of resources, schemes of work, marking policies and teaching strategies within the Curriculum Area
- Lead the Curriculum Area's development plan and its implementation
- To develop and enhance the teaching practice of others
- To ensure that school policies are consistently implemented within the department

Play a full part in the life of the school community by:

- Supporting the school's ethos, aims and objectives and policies
- Operating at all times within the stated policies and practices of the school
- Participating and leading in meetings and management systems necessary to co-ordinate the management of the school
- Contributing to the whole school's self-evaluation and planning activities
- Liaising effectively with parents
- Take on any additional responsibilities which might from time to time be determined

Accountability

- Headteacher

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

CYNGOR SIR DDINBYCH SWYDD-DDISGRIFIAD

Teitl y Swydd: Pennaeth Cyfadran: Saesneg

Graddfa: PRC/ URC + CAD 1B

Gwasanaeth: Addysg Gydol Oes

Maes Gwasanaeth: Rhuthun

Yn gyfrifol i: Pennaeth Cynorthwyol: Cwricwlwm

Swydd I.D / Dyddiad cyhoeddi:



NID DYSG HEB FOES

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Swydd Ddisgrifiad

Mae'r penodiad hwn yn amodol ar yr amodau gwaith cyfredol ar gyfer Athrawon fel ag sydd wedi'u nodi yn Nogfen Cyflogau ac Amodau Gwaith Athrawon Ysgol, Deddf Safonau a Fframwaith Ysgolion (1988) Safonau Statws Athro Cymwysedig ynghyd â deddfwriaethau cyfredol eraill.

CYFLWYNIAD

SWYDD: Pennaeth Cyfadran: Saesneg

Pwrpas y Swydd:

Cyflawni dyletswyddau proffesiynol athro fel sy'n cael ei nodi yn y Ddogfen Cyflogau ac Amodau Gwaith Athrawon Ysgol, yn unol â pholiisiau'r ysgol ac yn ôl cyfarwyddyd rhesymol y Pennaeth.

Adrodd yn ôl i : Pennaeth Cynorthwyol: Cwricwlwm

Yn gyfrifol am: Ddarparu profiad dysgu llawn a chefnogi'r myfyrwyr

Cysylltu â: Y Pennaeth, Y Tîm Arweinyddiaeth, Athrawon, Staff Cefnogi a Rhieni.

Oriau Gwaith: Llawn amser fel mae'n nodi yn y Ddogfen Cyflogau ac Amodau Gwaith Athrawon Ysgol.

PRIF GYFRIFOLDEBAU

Defnyddio eich sgiliau a'ch doethineb proffesiynol i arwain a chyfoethogi prosesau dysgu a chynnydd pob disgybl:

- Arwain y broses o ddatblygu meysydd llafur addas, cynlluniau gwaith, adnoddau, polisiâu marcio, strategaethau asesu, addysgu a dysgu o fewn yr adran.

- Bod yn ymwybodol o'r datblygiadau cenedlaethol diweddaraf yn y maes Saesneg, o ran arferion a methodoleg addysgu.
- Ymateb i gynlluniau a datblygiadau cwricwlaid ar lefelau cenedlaethol, rhanbarthol a lleol.
- Monitro, gwerthuso a gwella ansawdd dysgu ac addysgu Saesneg.
- Orlhain cynnydd disgyblion a pharatoi rhaglenni ymyrraeth effeithiol ac amserol sy'n cael effaith ar ddeilliannau.
- Cynllunio a pharatoi Rhaglenni Dysgu a gwersi rhagorol i'w defnyddio fel esiampl ar gyfer eraill.
- Monitro'r broses o asesu gwaith disgyblion ar draws yr adran, gan ddefnyddio eich asesiadau eich hun fel model o arfer gorau.
- Monitro asesiadau ysgrifenedig, adroddiadau a thystlythyrau yn ymwneud â myfyrwyr unigol a grwpiau o fyfyrwyr, gan ddefnyddio eich rhai eich hun fel model o arfer gorau
- Creu amgylchedd ffisegol a chymdeithasol addas ar gyfer dysgu ar draws yr adran (gan gynnwys hyrwyddo cod ymddygiad yr ysgol).
- Monitro'r defnydd o'r gefnogaeth yn y dosbarth, gan sicrhau ei bod yn effeithiol.

Cyfrannu at ddatblygiad a lles disgyblion trwy:

- Feithrin lles emosiynol, deallusol, ysbrydol, creadigol a chorfforol pob disgybl.
- Bod yn Diwtor Dosbarth i grŵp penodol o ddisgyblion (gweler rôl ddiffiniedig y tiwtor personol).
- Defnyddio data i osod targedau.

Parhau i ddatblygu'n broffesiynol trwy :

- Chwarae rhan arweiniol yn rhaglen datblygu staff yr ysgol a chymryd rhan mewn trefniadau ar gyfer sesiynau hyfforddi a datblygiad proffesiynol pellach.
- Gwerthuso'n feirniadol eich dulliau addysgu personol a dulliau addysgu eraill er mwyn gwella effeithiolrwydd
- Asesu i ba raddau y llwyddwyd i gyflawni'r amcanion dysgu mewn gwersi a defnyddio'r canlyniadau hynny i wella agweddau penodol ar yr addysgu.
- Chwarae rhan arweiniol yn y broses o Adolygu Rheoli Perfformiad, gan gefnogi datblygiad cydweithwyr eraill.

Cyfrannu'n effeithiol fel arweinydd tîm drwy:

- Hyrwyddo gwaith tîm
- Cymryd rhan mewn prosesau penodi, cynefino a datblygu staff
- Arwain y gwaith o ddatblygu adnoddau, cynlluniau gwaith, polisiâu marcio a strategaethau addysgu o fewn y Maes Cwricwlaid.
- Arwain cynllun datblygu'r Maes Cwricwlwm a sicrhau ei fod yn cael ei weithredu.
- Datblygu a gwella arferion addysgu eraill.
- Sicrhau bod polisiâu'r ysgol yn cael eu gweithredu'n gyson o fewn yr adran.

Chwarae rhan gyflawn yng nghymuned yr ysgol trwy:

- Gefnogi ethos, nodau, amcanion a pholisiâu'r ysgol.
- Gweithredu bob amser o fewn polisiâu ac arferion datganedig yr ysgol.
- Cymryd rhan mewn cyfarfodydd a systemau rheoli angenrheidiol ar gyfer cydlynu rheolaeth yr ysgol
- Cyfrannu tuag at hunan-arfarniad ysgol gyfan a'r gweithgareddau cynllunio.
- Cysylltu'n effeithiol gyda rhieni
- Ysgwyddo unrhyw gyfrifoldebau ychwanegol a fydd yn cael eu pennu o bryd i'w gilydd.

Atebolrwydd

- Y Pennaeth

Mae'n bosib y bydd y disgrifiad swydd hwn yn cael ei addasu ar unrhyw adeg, yn dilyn trafodaethau rhwng y Pennaeth a'r athro/athrawes. Caiff ei adolygu'n flynyddol.