

Ysgol Uwchradd LLANIDLOES High School

**GOFAL**

**G**reat **O**pportunities **F**or **A**ll to **L**earn

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**Post Title: TEACHER – Job Description**

**Core Purpose:** Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers’ Pay and Conditions Document (STPCD).

To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.

To monitor and support the overall progress and development of students as a Form Tutor.

To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.

To contribute to raising standards of student attainment.

To share and support the school’s responsibility to provide and monitor opportunities for personal and academic growth.

**Accountable to:** Curriculum Area Leader / SLT link as appropriate.

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

**Liaising with:** Headteacher, Senior Leadership Team, teachers, Learning Coach and support staff, LA representatives, external agencies and parents.

**Working Time:** Full time as specified within the STPCD

**Salary / Grade:** Classroom Teachers’ Pay Scale

**Disclosure Level:** Enhanced

1. To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in the school and elsewhere.
2. To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
3. To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
4. To ensure that they key skills and school subject specialism(s) are reflected in the teaching / learning experience of students.
5. To undertake a designated programme of teaching.
6. To ensure a high quality learning experience for students which meets internal and external quality standards.
7. To prepare and update subject materials.
8. To use a variety of delivery methods which will stimulate learning appropriate to students needs and demands of the syllabus.
9. To maintain discipline in accordance with the school’s procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
10. To undertake assessment of students as requested by external examination bodies, departmental and school procedures.
11. To mark, grade and give written / verbal and diagnostic feedback as required.
12. To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area and Department.
13. To contribute to the Curriculum Area and department’s development plan and its implementation.
14. To plan and prepare courses and lessons.
15. To contribute to the whole school’s planning activities.
16. To assist the Curriculum Area Leader to ensure that the curriculum area provides a range of teaching which complements the school’s strategic objectives.
17. To assist in the process of curriculum development and change so as to ensure the continuing relevance to the needs of students, examining and awarding bodies and the school’s strategic objectives.
18. To take part in the school’s staff development programme by participating in arrangements for further training and professional development.
19. To continue personal development in the relevant areas including subject knowledge and teaching methods.
20. To engage actively in the Performance Management Review process.
21. To ensure the effective / efficient deployment of classroom support.
22. To work as a member of a designated team and to contribute positively to effective working relations within the school.
23. To help to implement school quality procedures and to adhere to those.
24. To contribute to the process of monitoring and evaluation of the curriculum area / department in line with agreed school procedures, including evaluation against quality standards and performance criteria.
25. To seek / implement modification and improvement where required.
26. To review regularly the effectiveness of teaching strategies and programmes of work.
27. To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
28. To maintain appropriate records and to provide relevant accurate and up-to-date information for SIMS, registers, etc.
29. To complete the relevant documentation to assist in the tracking of students.
30. To track student progress and use information to inform teaching and learning.
31. To communicate effectively with the parents of students as appropriate.
32. Where appropriate, to communicate and co-operate with persons or bodies outside the school.
33. To follow agreed policies for communications in the school.
34. To take part in liaison activities such as parents’ evenings, open evenings and liaison events with partner schools.
35. To contribute to the development of effective subject links with external agencies.
36. To assist the Curriculum Area Leader to identify resource needs and to contribute to the efficient / effective use of physical resources.
37. To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and the students.
38. To be a Form Tutor to an assigned group of students.
39. To promote high standards across all schools within the Llanidloes Schools Federation, across the cluster and wider partnerships. You may be required to teach on other school sites within the Llanidloes Schools Federation and engage in cross phase professional partnership working.

**Form Tutor**

1. To promote the general progress and well-being of individual students and of the Form Tutor Group as a whole.
2. To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
3. To evaluate and monitor the progress of students and keep up-to-date student records as may be required.
4. To contribute to the preparation of action plans and progress files and other reports.
5. To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
6. To communicate as appropriate, with the parents and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.
7. To contribute to PSE according to school policy.
8. To apply the Behaviour Policy so that effective learning can take place.
9. To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
10. To support the school in meeting its legal requirements for worship.
11. To promote actively the school’s corporate policies.
12. To comply with the school’s Health and Safety policy and undertake risk assessments as appropriate and to ensure that the school’s child protection policy and procedures are followed.

*This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder which are commensurate with the job title and grade. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder’s professional responsibilities and duties. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Any teacher is required to carry out the reasonable instructions of the Headteacher or any other person acting on their directions and to undertake any other duty as specified by the STPCD even if not mentioned in job descriptions. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.*

Because of the nature of the work involved, the post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) - This position has a requirement for an Enhanced DBS Check, this position is classed as regulated activity under the Safeguarding of Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012 and will be subject to a check to the list of those people barred from working with children.



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**Teitl y Swydd: ATHRO/ATHRAWES – Disgrifiad swydd**

**Diben Craidd:** Dan gyfarwyddyd rhesymol y Pennaeth, cyflawni dyletswyddau proffesiynol athro/athrawes ysgol fel y nodir yn y Ddogfen Amodau a Thelerau Athrawon Ysgol presennol (STPCD).

Gweithredu a chyflwyno cwricwlwm eang, cytbwys, perthnasol sydd wedi’i wahaniaethu ar gyfer myfyrwyr a chefnogi maes cwricwlwm dynodedig fel sy’n briodol.

Monitro a chefnogi cynnydd a datblygiad cyffredinol myfyrwyr fel Tiwtor Dosbarth.

Hwyluso ac annog profiad dysgu sy’n cynnig cyfle i fyfyrwyr gyflawni eu potensial unigol.

Cyfrannu tuag at godi safonau cyrhaeddiad myfyrwyr.

Rhannu a chefnogi cyfrifoldeb yr ysgol i ddarparu a monitro cyfleoedd am dwf personol ac academaidd.

**Yn atebol i’r:** Arweinydd Maes Cwricwlwm/Cyswllt Uwch Dîm Rheoli fel sy’n briodol.

**Yn gyfrifol am:** Darparu profiad dysgu llawn a chefnogaeth i fyfyrwyr.

**Yn cydweithio â’r:** Pennaeth, Uwch Dîm Arwain, athrawon, Hyfforddwr Dysgu a staff cefnogi, cynrychiolwyr yr ALl, asiantaethau allanol a rhieni.

**Amser Gwaith:** Amser llawn fel y dynodwyd o fewn y ddogfen STPCD.

**Cyflog/Graddfa:** Graddfa Gyflog Athrawon Ystafell Ddosbarth

**Lefel Datgelu:** Uchel

1. Dysgu myfyrwyr yn unol â’u hanghenion addysgol, gan gynnwys gosod a marcio gwaith i’w gyflawni gan y myfyriwr yn yr ysgol ac mewn mannau eraill.
2. Asesu, cofnodi ac adrodd ar bresenoldeb, datblygiad a chyrhaeddiad myfyrwyr a chadw cofnodion o’r fath fel sy’n ofynnol.
3. Darparu, neu gyfrannu tuag at, asesiadau, adroddiadau a geirdaon ysgrifenedig ac ar lafar, mewn perthynas â myfyrwyr unigol a grwpiau o fyfyrwyr.
4. Sicrhau fod sgiliau allweddol ac arbenigedd(au) pwnc yr ysgol yn cael eu hadlewyrchu ym mhrofiad dysgu/addysgu’r myfyrwyr.
5. Cynnal rhaglen ddysgu ddynodedig.
6. Sicrhau profiad dysgu o ansawdd uchel i fyfyrwyr sy’n diwallu safonau ansawdd mewnol ac allanol.
7. Paratoi a diweddaru deunyddiau pwnc.
8. Defnyddio amrywiaeth o ddulliau cyflwyno sy’n symbylu dysgu sy’n briodol i anghenion myfyrwyr a gofynion y maes llafur.
9. Cynnal disgyblaeth yn unol â gweithdrefnau’r ysgol, ac annog arfer da o ran prydlondeb, ymddygiad, safonau gwaith a gwaith cartref.
10. Cynnal asesiadau ar fyfyrwyr fel sy’n ofynnol gan weithdrefnau adrannol, yr ysgol a chyrff arholi allanol.
11. Marcio, graddio a rhoi adborth diagnostig, ysgrifenedig ac ar lafar fel sy’n ofynnol.
12. Cynorthwyo gyda datblygu meysydd llafur, adnoddau, cynlluniau gwaith, polisïau marcio a strategaethau dysgu priodol o fewn y Maes Cwricwlwm a’r Adran.
13. Cyfrannu tuag at gynllun datblygu’r Maes Cwricwlwm a’r Adran a’i weithredu.
14. Cynllunio a pharatoi cyrsiau a gwersi.
15. Cyfrannu tuag at weithgareddau cynllunio’r ysgol gyfan.
16. Cynorthwyo Arweinydd y Maes Cwricwlwm i sicrhau fod y maes cwricwlwm yn cynnig ystod o addysgu sy’n cydfynd ag amcanion strategol yr ysgol.
17. Cynorthwyo gyda’r broses o ddatblygu a newid y cwricwlwm er mwyn sicrhau perthnasedd parhaus i anghenion y myfyrwyr, y cyrff arholi a gwobrwyo ac amcanion strategol yr ysgol.
18. Cymryd rhan yn rhaglen datblygu staff yr ysgol trwy gymryd rhan mewn trefniadau am hyfforddiant a datblygiad proffesiynol pellach.
19. Parhau gyda datblygiad personol o fewn y meysydd perthnasol gan gynnwys gwybodaeth am bwnc a dulliau dysgu.
20. Cymryd rhan yn weithgar yn y broses Adolygu Rheoli Perfformiad.
21. Sicrhau defnyddio cefnogaeth yn yr ystafell dosbarth yn effeithiol/effeithlon.
22. Gweithio fel aelod o dîm dynodedig a chyfrannu’n bositif tuag at berthnasoedd gwaith effeithiol o fewn yr ysgol.
23. Helpu i roi gweithdrefnau ansawdd yr ysgol ar waith a chydymffurfio â’r rhain.
24. Cyfrannu tuag y broses o fonitro a gwerthuso’r maes cwricwlwm/adran yn unol â gweithdrefnau’r ysgol a gytunwyd, gan gynnwys gwerthuso yn erbyn safonau ansawdd a meini prawf perfformiad.
25. Chwilio am addasiadau a gwelliannau a’u gweithredu lle bo hynny’n ofynnol.
26. Adolygu effeithiolrwydd strategaethau dysgu a rhaglenni gwaith yn rheolaidd.
27. Cymryd rhan, fel y gall fod yn ofynnol, wrth adolygu, datblygu a rheoli gweithgareddau sy’n ymwneud â chwricwlwm, trefniadaeth a swyddogaethau bugeiliol yr ysgol.
28. Cynnal cofnodion priodol a chyflwyno gwybodaeth berthnasol gywir a diweddar ar gyfer SIMS, cofrestrau ac ati.
29. Cwblhau’r dogfennau perthnasol i gynorthwyo wrth olrhain myfyrwyr.
30. Olrhain cynnydd myfyrwyr a defnyddio’r wybodaeth ar gyfer dysgu ac addysgu.
31. Cyfathrebu’n effeithiol gyda rhieni i fyfyrwyr fel sy’n briodol.
32. Lle bo hynny’n briodol, cyfathrebu a chydweithredu gydag unigolion neu gyrff y tu allan i’r ysgol.
33. Dilyn polisïau a gytunir i gyfathrebu yn yr ysgol.
34. Cymryd rhan mewn gweithgareddau trafod megis nosweithiau rhieni, nosweithiau agored a chyfarfodydd trafod gydag ysgolion partner.
35. Cyfrannu tuag at ddatblygu cysylltiadau pwnc effeithiol gydag asiantaethau allanol.
36. Cynorthwyo’r Arweinydd Maes Pwnc i ddynodi anghenion adnoddau a chyfrannu tuag at y defnydd effeithiol/effeithlon o adnoddau ffisegol.
37. Cydweithredu gyda staff eraill i sicrhau rhannu adnoddau a’r defnydd effeithiol ohonynt er budd yr ysgol, adran a’r myfyrwyr.
38. Bod yn Diwtor Dosbarth i grŵp penodedig o fyfyrwyr.
39. Hyrwyddo safonau uchel ar draws yr holl ysgolion o fewn Ffederasiwn Ysgolion Llanidloes, ar draws y clwstwr a phartneriaethau ehangach. Efallai y bydd gofyn i chi ddysgu ar safleoedd ysgolion eraill o fewn Ffederasiwn Ysgolion Llanidloes a chymryd rhan mewn gweithio proffesiynol mewn partneriaeth ar draws y cyfnodau.

**Tiwtor Dosbarth**

1. Hyrwyddo cynnydd a lles cyffredinol myfyrwyr unigol a’r Grŵp Tiwtor Dosbarth yn gyffredinol.
2. Cofrestru myfyrwyr, gan fynd gyda hwy i wasanaethau, annog eu presenoldeb llawn ym mhob gwers a’u cyfranogiad ym mhob agwedd ar fywyd yr ysgol.
3. Gwerthuso a monitro cynnydd myfyrwyr a chadw cofnodion myfyrwyr diweddar yn ôl y gofyn.
4. Cyfrannu tuag at lunio cynlluniau gweithredu, ffeiliau cynnydd ac adroddiadau eraill.
5. Tynnu sylw staff priodol at broblemau a brofir gan fyfyrwyr a gwneud argymhellion o ran sut y gellir datrys y rhain.
6. Cyfathrebu fel sy’n briodol, gyda rhieni a chyda personau neu gyrff y tu allan i’r ysgol sy’n ymwneud â lles myfyrwyr unigol, wedi ymgynghori gyda staff priodol.
7. Cyfrannu tuag at Addysg Bersonol a Chymdeithasol yn unol â pholisi’r ysgol.
8. Cymhwyso’r Polisi Ymddygiad fel y gall dysgu effeithiol ddigwydd.
9. Chwarae rhan lawn ym mywyd cymuned yr ysgol, i gefnogi ei chenhadaeth ac ethos unigryw ac i annog staff a myfyrwyr i ddilyn yr enghraifft hon.
10. Cefnogi’r ysgol wrth ddiwallu ei gofynion cyfreithiol ar gyfer addoli.
11. Mynd ati’n weithgar i hyrwyddo polisïau corfforaethol yr ysgol.
12. Cydymffurfio â pholisi Iechyd a Diogelwch yr ysgol a chynnal asesiadau risg fel sy’n briodol gan sicrhau fod polisi a gweithdrefnau amddiffyn plant yr ysgol yn cael eu dilyn.

*Bydd y disgrifiad swydd hwn yn cael ei adolygu’n flynyddol a gall fod yn destun diwygiadau neu addasiadau ar unrhyw adeg, wedi ymgynghori gyda deilydd y swydd sy’n cydfynd â theitl a graddfa’r swydd. Nid yw’n ddatganiad cynhwysfawr o weithdrefnau a thasgau ond mae’n nodi prif ddisgwyliadau’r ysgol o ran cyfrifoldebau a dyletswyddau proffesiynol deilydd y swydd. Tra bo pob ymdrech wedi cael ei wneud i esbonio prif ddyletswyddau a chyfrifoldebau’r swydd, efallai na fydd pob tasg unigol a gyflawnir wedi’i ddynodi. Mae gofyn i unrhyw athro/athrawes gyflawni cyfarwyddiadau rhesymol y Pennaeth neu unrhyw unigolyn arall sy’n gweithredu ar ei gyfarwyddyd. Mae gofyn i unrhyw athro/ athrawes gyflawni dyletswyddau eraill fel y pennir gan y ddogfen STPCD, hyd yn oed os na cheir cyfeiriad at hyn mewn disgrifiadau swyddi. Bydd yr ysgol yn ymdrechu i wneud unrhyw addasiadau sy’n rhesymol angenrheidiol i’r swydd a’r amgylchedd gwaith i alluogi mynediad at gyfleoedd cyflogaeth i unrhyw weithiwr sy’n datblygu anabledd.*

Oherwydd natur y gwaith sydd ynghlwm â’r swydd, bydd y swydd rydych yn ymgeisio amdani yn dod o dan y Gorchymyn Deddf Adsefydlu Tramgwyddwyr 1974 (Eithriadau) 1975 (fel y’i diwygiwyd yn 2013) - mae gan y swydd hon ofyniad am Wiriad Manylach y DBS. Mae’r swydd hon yn cael ei chyfri’n weithgaredd rheoleiddiedig dan Ddeddf Diogelu Grwpiau Hyglwyf 2006 fel y’i diwygiwyd gan Ddeddf Diogelu Rhyddidau 2012, a bydd yn cael ei wirio â’r rhestr o’r bobl hynny sydd wedi’u gwahardd rhag gweithio gyda phlant.