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| **Is-bennaeth yr Adran Gymraeg**  **Cyfeirnod y swydd:**  **Lleoliad: Ysgol Dinas Brân**  **Cyflog: Prif Raddfa + TLR2b**  **Oriau: Llawn amser**  **Swydd Allanol** |  | **Second in Department**  **Welsh Teacher**  **Job reference:**  **Location: Ysgol Dinas Brân**  **Salary: Grade Main Scale + TLR2b**  **Hours: Full time**  **External vacancy** |
| Mae angen Athro Cymraeg dynamig ac effeithiol arnom, sy’n medru dysgu Cymraeg Iaith Gyntaf hyd at safon TGAU. Mae’r swydd ar gyfer Is-bennaeth Adran ac mae’n rhaid i’r deiliad swydd feddu ar hanes canlyniadau da a’r mynd i fedru cynyddu safonau pob cyfnod allweddol ar y cyd â’r Pennaeth Adran.  Bydd yr ymgeisydd llwyddiannus yn cynnig cyfleoedd i ysgogi disgyblion ar bob lefel. Mae’r Adran Gymraeg yn effeithiol gan gynnig cyfleoedd i’n disgyblion drwy weithgareddau y tu allan i oriau ysgol fel Eisteddfod yr Urdd a Diwrnodau arbennig yn ymwneud â’r Iaith Gymraeg. Rydym yn chwilio am aelod tîm cadarnhaol ac ymroddgar er mwyn helpu cynnig addysg wych a ddwyieithog.  Mae gan Ysgol Dinas Brân ymrwymiad i ddiogelu a hyrwyddo lles plant a phobl ifanc ac rydym yn disgwyl i bob aelod o staff a gwirfoddolwyr gydymffurfio â hyn. Mae’n ofynnol i bob ymgeisydd llwyddiannus ymgymryd â Datgeliad Manylach trwy'r GDG.  Os hoffech chi drafod unrhyw agwedd ar y swydd, ffoniwch y Pennaeth, Mr Hatch ar 01978 860 669. Dylech atodi CVs gyda Ffurflen Gais Cyngor Sir Ddinbych. Mae’n ddrwg gennym na allwn ateb pob cais. Os nad ydych wedi derbyn ateb ymhen tair wythnos o’r dyddiad cau, dylech gymryd yn ganiataol nad ydych ar y rhestr fer am gyfweliad.  **Dyddiad Cau: Rhagfyr yr 17eg 2017**  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’r Adran Gwasanaethau Cwsmeriaid ar 01824 706100.  Rhaid i ymgeiswyr gwblhau ein ffurflen gais inni eu hystyried am y swydd. Mae’n ddrwg gennym na allwn ateb pob cais. Os nad ydych wedi derbyn ateb ymhen tair wythnos o’r dyddiad cau, dylech gymryd yn ganiataol nad ydych ar y rhestr fer am gyfweliad. |  | We require a dynamic and effective Teacher of Welsh, who must be able to teach up to GCSE in Welsh 1st Language. The post is for Second in Department and the post holder must have a track record of good results and have the drive to raise standards across all the key stages in conjunction with the Head of Department.    The successful candidate will offer opportunities to engage students at all levels. The Welsh Department is effective, providing opportunities to our students through extra-curricular activities such as the Urdd Eisteddfod and dedicated Welsh Language days. We are looking for a positive and committed team player to help deliver bilingualism and excellent teaching.  Ysgol Dinas Brân has a commitment to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful applicants will be required to undertake an Enhanced Disclosure via the DBS.  If you would like to discuss any aspect of the post, please call Headteacher, Mr Mark Hatch on 01978 860669. 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: 17th December 2017**  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 Customer Services on  01824 706101.  Candidates must complete our application form to be considered. 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. |
| **Mae Cyngor Sir Ddinbych yn ymroi i gynnig Cyfleoedd Cyfartal ac yn cydymffurfio a’u Safonau Iaith Gymraeg. Rydym yn croesawu ceisiadau yn y Gymraeg. Sylwch na fyddwn yn trin unrhyw ffurflenni cais a dderbynnir yn y Gymraeg yn llai ffafriol na ffurflenni cais a gyflwynwyd yn Saesneg.** |  | **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**

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| **Teitl y Swydd:** Athro/athrawes Gymraeg |
| **Graddfa:** Prif raddfa |
| **Gwasanaeth:** Ysgol Dinas Brân |
| **Swydd I.D / Dyddiad cyhoeddi:** |
| Mae'r penodiad yn amodol ar yr amodau cyfredol o gyflogaeth athrawon Cyn y Trothwy a gynhwysir yn y Ddogfen Cyflogau ac Amodau Athrawon Ysgol, y Ddeddf Safonau Ysgol a Fframwaith 1998, y safonau gofynnol ar gyfer Statws Athrawon Cymwys ac unrhyw ddeddfwriaeth gyfredol arall. | |
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| Gellir newid y swydd ddisgrifiad ar unrhyw adeg yn dilyn trafodaeth rhwng y Pennaeth a’r aelod o staff, a bydd yn cael ei adolygu'n flynyddol. | |
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| **Disgrifiad Cyffredinol y Swydd** | |
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| Ymgymryd â dyletswyddau proffesiynol athro/athrawes fel y gofyn gan yr amgylchiadau ac yn unol â pholisïau'r ysgol o dan gyfarwyddyd y Pennaeth. | |
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| **CYFLWYNIAD** | |
| Bodloni gofynion cyffredin y Cwricwlwm Cenedlaethol yng Nghymru; hynny yw, cyfathrebu, mathemateg, datrys problemau, sgiliau creadigol a Thechnoleg Gwybodaeth; Cwricwlwm Cymreig a datblygiad personol a chymdeithasol. | |
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| **CYNNYDD DISGYBLION** | |
| * Nodi amcanion dysgu clir a nodi sut y byddant yn cael eu haddysgu a'u hasesu. | |
| * Gosod disgwyliadau priodol a heriol. | |
| * Gosod targedau clir, adeiladu ar gyrhaeddiad blaenorol. | |
| * Asesu pa mor dda mae amcanion dysgu wedi eu cyflawni a'u defnyddio i wella agweddau penodol o addysgu. | |
| * Cofnodi a defnyddio canlyniadau'r gwaith asesu o ddydd i ddydd i addasu’r modd y cânt eu haddysgu, a sicrhau dilyniant yn dysgu'r disgyblion drwy nodi targedau dysgu priodol ar gyfer unigolion a grwpiau o ddisgyblion. | |
| * Monitro gwaith disgyblion a gosod targedau ar gyfer cynnydd. | |
| * Asesu a chofnodi cynnydd disgyblion yn systematig a chadw cofnodion i sicrhau bod gwaith yn cael ei ddeall a'i gwblhau, monitro cryfderau a gwendidau, hysbysu cynllunio a chydnabod y lefel y mae'r disgybl yn ei gyflawni. | |
| * Sicrhau safon dda o ymddygiad disgyblion drwy sefydlu rheolau a disgwyliadau uchel er mwyn creu cysylltiadau cadarnhaol; gweithgareddau pwrpasol ac amgylchedd priodol ar gyfer dysgu gan ystyried polisi'r ysgol. | |
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| **ARFER PROFFESIYNOL** | |
| • Bod yn ymwybodol o allu a chefndir y disgyblion a addysgir. | |
| • Darparu strwythurau clir ar gyfer gwersi gan gynnal cyflymdra, cymhelliad a her. | |
| • Gwneud defnydd effeithiol o asesu a sicrhau bod sylw’n cael ei roi i raglenni astudio. | |
| • Sicrhau addysgu effeithiol a'r defnydd gorau o'r amser sydd ar gael. | |
| • Monitro ac ymyrryd er mwyn sicrhau dysgu a disgyblaeth gadarn. | |
| • Defnyddio amrywiaeth o ddulliau addysgu er mwyn: | |
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| 1. Cyfateb y dull a’r cynnwys, strwythuro gwybodaeth, cyflwyno set o syniadau allweddol a defnyddio geirfa briodol. | |
| 1. Defnyddio cwestiynu effeithiol, gwrando'n ofalus ar ddisgyblion, a rhoi sylw i gamgymeriadau a chamsyniadau. | |
| 1. Dewis adnoddau dysgu priodol a datblygu sgiliau astudio trwy ddefnydd o’r llyfrgell, TGCh ac adnoddau eraill. | |
| 1. Cynnwys Sgiliau Meddwl a chyfleoedd i Asesu ar gyfer Dysgu. | |
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| • Sicrhau bod disgyblion yn caffael ac yn cadarnhau gwybodaeth, sgiliau a dealltwriaeth sy’n briodol i’r pwnc a addysgir. | |
| • Gwerthuso eich addysgu eich hunain yn feirniadol er mwyn gwella effeithiolrwydd. | |
| • Darparu adroddiadau ar gynnydd a chyflawniadau'r disgyblion, gan nodi targedau priodol ac amcanion dysgu a darparu arweiniad i alluogi rhieni / gofalwyr i gefnogi addysg eu plant. | |
| • Paratoi a chyflwyno adroddiadau llawn gwybodaeth i rieni. | |
| • Sefydlu perthynas waith effeithiol a gosod esiampl dda trwy eu cyflwyniad ac ymddygiad personol a phroffesiynol. | |
| • Myfyrio a gweithredu i wella eich arfer proffesiynol eich hun, gan gymryd cyfrifoldeb ar y cyd dros eich datblygiad a’ch dysgu proffesiynol eich hunain. | |
| • Gweithio ar y cyd gyda'r rhai sy'n cyfrannu tuag at waith yr ysgol | |
| • Dangos ymrwymiad i gyfleoedd cyfartal, cyfiawnder cymdeithasol a chynhwysiant. | |
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| **ETHOS A BLAENORIAETHAU'R YSGOL** | |
| • Gweithredu ar bob adeg o fewn polisïau ac arferion penodedig yr ysgol. | |
| • Cyfrannu at fywyd corfforaethol yr ysgol trwy gymryd rhan yn effeithiol mewn cyfarfodydd a systemau rheoli angenrheidiol i gydlynu rheolaeth yr ysgol. | |
| • Cymryd cyfrifoldeb am eich datblygiad a'ch dyletswyddau proffesiynol eich hunain mewn perthynas â pholisïau ac arferion yr ysgol. | |
| • Cysylltu'n effeithiol gyda rhieni a llywodraethwyr. | |
| • Cymryd unrhyw gyfrifoldebau ychwanegol a all gael eu penderfynu o bryd i'w gilydd. | |
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| **ATEBOLRWYDD** | |
| • Pennaeth yr Adran. | |
| • Pennaeth | |

**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 meini prawf hanfodol (â’r meini prawf dymunol lle bo’n berthnasol).

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| **Teitl y Swydd:** Athro/athrawes Gymraeg |
| **Gwasanaeth:** Ysgol Dinas Brân |
| **Graddfa:** Prif raddfa |

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| **MEINI PRAWF** | **RHINWEDDAU** | **Hanfodol neu Dymunol** | **DULL ASESU**  Ffurflen Gais / Cyfweliad/ Cyflwyniad / Geirdaon ayyb |
| **i.**  **ADDYSG A CHYMWYSTERAU** | * Gradd Anrhydedd da neu rywbeth cyfatebol yn y maes pwnc perthnasol * Statws Athro/Athrawes Gymwysedig * Addysgu Cymraeg Iaith 1af * Cymwysterau proffesiynol pellach | Hanfodol  Hanfodol  Hanfodol  Dymunol | Ffurflen Gais |
| **ii.**  **GWYBODAETH, SGILIAU AC ADDASRWYDD** | * Gallu dysgu Cymraeg 2il Iaith hyd at ac yn cynnwys TGAU * Ymarferydd dosbarth ardderchog * Gwybodaeth am ddatblygiadau yn y pwnc * Sgiliau rheoli ymddygiad da * Dealltwriaeth ac ymwybyddiaeth o weithio gyda phlant a phobl ifanc gydag ymrwymiadau i ddiogelu a hyrwyddo eu lles. * Gallu defnyddio TGCh yn effeithiol yn y dosbarth * Ymrwymiad at ddatblygiad proffesiynol * Y gallu i ddysgu Cymraeg 2il Iaith hyd at Lefel A * Y gallu i gymryd, gweithredu a dilyn mentrau * Tystiolaeth o gyflawni canlyniadau perfformiad myfyrwyr o ansawdd uchel | Hanfodol  Hanfodol  Hanfodol  Hanfodol  Hanfodol  Hanfodol  Hanfodol  Dymunol  Dymunol  Dymunol | Ffurflen Gais  Cyfweliad |
| **iv. RHINWEDDAU PERSONOL** | * Trefnus, positif a’r gallu i flaenoriaethu a gweithio yn ôl terfyn amser * Y gallu i sefydlu perthynas waith da gyda staff, myfyrwyr, rhieni a grwpiau eraill * Ymddangosiad, ymddygiad ac ymarweddiad proffesiynol * Ymddwyn gyda gonestrwydd, ymrwymiad, brwdfrydedd a ffyddlondeb * Cymhelliant, disgwyliadau uchaf ar gyfer eich hunain ac eraill. * Ymwybyddiaeth o’r gymuned a chwarae rôl ym mywyd ehangach yr ysgol | Hanfodol  Hanfodol  Hanfodol    Hanfodol  Hanfodol    Dymunol | Ffurflen Gais  Cyfweliad  Geirdaon |

**DENBIGHSHIRE COUNTY COUNCIL**

**JOB DESCRIPTION**

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| **Job Title:** Welsh Teacher |
| **Grade:** Main Scale |
| **Service:** Ysgol Dinas Brân |
| **Job ID Number / Date Issued** |

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| The appointment is subject to the current conditions of employment for Pre Threshold teachers contained in the School Teachers’ Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and other current legislation.  This job description may be amended at any time following discussion between the Headteacher and member of staff, and will be reviewed annually.  **General Description of the Post**  To carry out the following professional duties of a teacher as circumstances may require and in accordance with the school’s policies under the direction of the Headteacher.  **INTRODUCTION**  Deliver the common requirements for the National Curriculum in Wales; that is, communication, mathematical, problem solving, creative and Information Technology skills; Cwricwlwm Cymreig and personal and social development.  **PUPIL PROGRESS**   * Identifying clear teaching objectives and specifying how they will be taught and assessed. * Setting appropriate and demanding expectations. * Setting clear targets, building on prior attainment. * Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching. * Record and use the results of day-to-day assessment to modify their teaching, and secure progression in pupils’ learning by identifying appropriate learning targets for individuals and groups of pupils. * Monitor pupils’ work and set targets for progress. * Assess and record pupils’ progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving. * Secure a good standard of pupil behaviour through establishing rules and high expectations in order to achieve positive relationships; purposeful activity; and an appropriate environment for learning taking due account of school policy.   **PROFESSIONAL PRACTICE**   * Being aware of ability and background of pupils taught. * Provide clear structures for lessons maintaining pace, motivation and challenge. * Make effective use of assessment and ensure coverage of programmes of study. * Ensure effective teaching and best use of available time. * Monitor and intervene to ensure sound learning and discipline. * Use a variety of teaching methods to:  1. Match approach to content, structure information, present a set of key ideas and use appropriate vocabulary. 2. Use effective questioning, listen carefully to pupils, and give attention to errors and misconceptions. 3. Select appropriate learning resources and develop study skills through library, ICT and other resources. 4. Include Thinking Skills and opportunities for Assessment for Learning.  * Ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught. * Evaluate own teaching critically to improve effectiveness. * Provide reports on pupils’ progress and achievements, identifying appropriate targets and learning goals and providing guidance to enable parents/carers to support their children’s learning. * Prepare and present informative reports to parents. * Establish effective working relationships and set a good example through their presentation and personal and professional conduct. * Reflect on and act to improve own professional practice, taking shared responsibility for own professional development and learning. * Work collaboratively and co-operatively with those who contribute toward the work of the school * Demonstrate commitment to equal opportunities, social justice and inclusion.   **SCHOOL ETHOS AND PRIORITIES**   * Operate at all times within stated policies and practices of the school. * Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school. * Take responsibility for their own professional development and duties in relation to school policies and practices. * Liaise effectively with parents and governors. * Take on any additional responsibilities which might from time to time be determined.   **ACCOUNTABILITY**   * Head of Department. * Headteacher |

**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).

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| **Post Title:** Welsh Teacher - Second in Department |
| **Service:** Ysgol Dinas Brân |
| **Grade:** Main Scale + TLR2b |

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| **CRITERIA** | **QUALITES** | **Essential or Desirable** | **METHOD OF ASSESSMENT**  Application Form / Interview / Presentation / References etc |
| **i.**  **EDUCATION & QUALIFICATIONS** | * A good Honours Degree or equivalent in relevant subject area * Qualified teacher status * Teach 1st Language Welsh GCSE * Further professional   qualifications | Essential  Essential  Essential  Desirable | Application Form |
| **ii.**  **KNOWLEDGE SKILLS & APTITUDES** | * Can teach Welsh 2nd language up to and including GCSE * An excellent classroom practitioner * Knowledge of developments in subject * Good behavioural management skills * Have an understanding and awareness of working with children and young people with commitment to safeguarding and promoting their welfare. * Able to use ICT effectively in classroom * Commitment to professional development * Ability to teach Welsh 2nd Language to A Level * Ability to take, implement and follow through initiatives * Evidence of achieving high quality student performance outcomes | Essential  Essential  Essential  Essential  Essential  Essential  Essential  Desirable  Desirable  Desirable | Application form  Interview |
| **iv. PERSONAL QUALITIES** | * Organised, positive, and able to prioritise and work to deadlines * Able to establish good working relationships with staff, students, parents and other groups * Professional appearance, conduct and demeanour * To act with integrity, commitment, enthusiasm and loyalty * Motivation, highest expectations for self and others. * Community awareness and involvement in the wider aspect of School life | Essential  Essential  Essential  Essential  Essential  Desirable | Application form  Interview  References |