

## CYNGOR SIR DDINBYCH SWYDD-DDISGRIFIAD

**Teitl y Swydd: Athro/Athrawes Mathemateg**

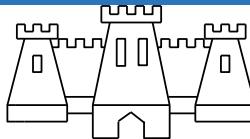
**Graddfa: Graddfa Cyflog Athrawon**

**Gwasanaeth: Addysg**

**Maes Gwasanaeth: Rhuthun**

**Yn gyfrifol i: Pennaeth yr Adran**

**Swydd I.D / Dyddiad cyhoeddi:**



**NID DYSG HEB FOES**

# YSGOL BRYNHYFRYD

## 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 Cymwyseidig ynghyd â deddfwriaethau cyfredol eraill.

### CYFLWYNIAD

**SWYDD:** Athro/Athrawes Mathemateg

#### 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 pholisiau'r ysgol ac yn ôl cyfarwyddyd rhesymol y Pennaeth.

**Adrodd yn ôl i :** Pennaeth y Gyfadran

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

**Cysylltu â:** Y Pennaeth, Y Tim Arweinyddiaeth, Athrawon, Staff Cefnogi a rhieni.

**Oriau Gwaith:** Rhan 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 disgyl:**

- Cynllunio a pharatoi cyrsiau a gwersi sy'n ateb gofynion y disgylion ac sy'n unol ag anghenion y Rhagleni Dysgu cytunedig.
- Nodi amcanion addysgu clir ac egluro sut y caint eu haddysgu a'u hasesu.
- Dethol a pharatoi adnoddau addas

- Darparu strwythurau clir ar gyfer gwensi gan sicrhau rhediad, ysgogiad a sialens.
- Defnyddio ystod o dulliau a strategaethau addysgu sy'n cydnabod dulliau dysgu dewisol pob disgyl.
- Darparu cyfleoedd i ddatblygu pob sgil sylfaenol
- Darparu cyfleoedd lle gall disgylion feithrin sgiliau dysgu annibynnol
- Gosod disgwyliadau addas a heriol
- Gosod targedau clir gan adeiladu ar lwyddiannau blaenorol
- Marcio a monitro gwaith disgylion, darparu adborth diagnostig a gosod targedau ar gyfer gwelliant.
- Asesu a chofnodi cynnydd disgylion mewn ffordd systematig a chadw cofnodion er mwyn gofalu fod y gwaith wedi'i ddeall a'i gwblhau, monitro cryfderau a gwendidau, defnyddio'r wybodaeth wrth gynllunio a chyd nabod lefel cyflawniad y disgyl.
- Darparu neu gyfrannu tuag at asesiadau ysgrifenedig a llafar, i adroddiadau a thystlythyrau ar gyfer myfyrwyr unigol yn ogystal â grwpiau.
- Creu amgylchfyd ffisegol a chymdeithasol addas ar gyfer dysgu (gan gynnwys hyrwyddo cod ymddygiad yr ysgol).
- Defnyddio'r gefnogaeth yn y dosbarth mewn ffordd effeithiol.

#### **Cyfrannu tuag at ddatblygiad a lles disgylion trwy:**

- Feithrin lles emosynol, deallusol, ysbrydol, creadigol a chorfforol pob disgyl.
- Bod yn Diwtor i grŵp penodol o ddisgylion (gweler rôl ddiffiniedig y tiwtor personol).

#### **Parhau i ddatblygu'n broffesiynol trwy :**

- Gymryd rhan yn rhaglen datblygiad staff yr ysgol ac mewn sesiynau hyfforddiant a datblygiad proffesiynol pellach.
- Gwerthuso'n feirniadol eich dulliau addysgu personal er mwyn gwella effeithiolwydd
- Asesu i ba raddau y llwyddwyd i gyflawni'r amcanion dysgu a defnyddio'r canlyniadau hynny i wella agweddau penodol o'r addysgu.
- Datblygu ymhellach eich gwybodaeth bynciol a dulliau addysgu.
- Cymryd rhan weithredol mewn Adolygiadau Rheoli Perfformiad

#### **Cyfrannu'n effeithiol fel aelod o dîm:**

- Cynorthwyo yn y gwaith o ddatblygu adnoddau, cynlluniau gwaith, llunio polisiau a strategaethau addysgu o fewn y Maes Cwricwlaidd.
- Cyfrannu tuag at gynlluniau datblygu'r Maes Cwricwlaidd ac at ei weithrediad.
- Cynorthwyo'r Arweinydd tîm er mwyn adnabod yr anghenion o ran adnoddau a chydweithio i sicrhau fod yr adnoddau hynny'n cael eu rhannu a'u defnyddio'n effeithiol er lles pawb.

#### **Chwarae rhan gyflawn yng nghymuned yr ysgol trwy:**

- Gefnogi ethos, nodau, amcanion a pholisiau'r ysgol.
- Gweithredu bob amser o fewn polisiau ac arferion datganedig yr ysgol.
- Cymryd rhan mewn cyfarfodydd a systemau rheoli angenheidol ar gyfer cydlynw 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 swydd ddisgrifiad hwn yn cael ei addasu ar unrhyw adeg, yn dilyn trafodaethau rhwng y Pennaeth a'r athro/athrawes. Caiff ei adolygu'n flynyddol.

## DENBIGHSHIRE COUNTY COUNCIL JOB DESCRIPTION

**Job Title:** Teacher of Mathematics

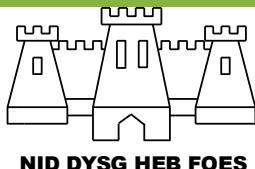
**Grade:** Teachers Pay Scale

**Service:** Education

**Service Area:** Ruthin

**Responsible to:** Head of Subject

**Job ID Number / Date Issued:**



# 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:** Teacher of Mathematics

#### 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:** Head of Subject

**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:** Part time as specified within the STPCD

### PRINCIPAL ACCOUNTABILITIES

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

- Planning and preparing courses and lessons which meet the needs of all pupils and which meet the requirements of the agreed Learning Programmes
- Identifying clear teaching objectives and specifying how they will be taught and assessed
- Selecting and preparing suitable resources

- Providing clear structures for lessons maintaining pace, motivation and challenge
- Using a range of teaching methods and strategies which recognise individual learning preferences
- Providing opportunities to develop all key skills
- Providing opportunities to support the acquisition of independent learning skills
- Setting appropriate and demanding expectations
- Setting clear targets, building on prior attainment
- Marking and monitoring pupils' work, providing diagnostic feedback and setting targets for improvement
- Assessing and recording pupils' progress systematically and keeping records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving
- Providing or contributing to oral and written assessments, reports and references relating to individual students and groups of students
- Creating an appropriate physical and social environment for learning (including promotion of the school's code of conduct).
- Making effective use of classroom support

**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)

**Continue to develop professionally by:**

- Taking part in the school's staff development programme and participating in arrangements for further training and professional development
- Critically evaluating your own teaching to improve effectiveness
- Assessing how well learning objectives have been achieved and using the outcomes to improve specific aspects of teaching
- Further developing subject knowledge and teaching methods
- Engaging actively in the Performance Management Review process

**Contribute effectively as a team member by:**

- Assisting in the development of resources, schemes of work, marking policies and teaching strategies within the Curriculum Area
- Contributing to the Curriculum Area's development plan and its implementation
- Assisting the team leader to identify resource needs and co-operating with other staff to ensure the sharing and effective use of resources to benefit all.

**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 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.

