



Proffil Swydd/Job Profile

Teitl y Swydd – Athro / Athrawes CPA
Post Title – PPA Teacher

Adran	Addysg a Phlant
Department	Education and Children

Is-Adran/Adain	Ffederasiwn Ysgolion Beca a Bro Brynach
Division/Section	Beca and Bro Brynach Federation of Schools

Gradd/Grade	Prif raddfa £30,742 - £47,340
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Rhif y Swydd/Post Number	006323
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Paratowyd Gan/Prepared By	Pennaeth / Headteacher
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Dyddiad/Date	Mawrth 2024 March 2024
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Prif Ddiben y Swydd

Disgwylir i'r ymgeisydd llwyddiannus fod yn gydwybodol gan ddisgwyl a chynnal safonau uchel yn ogystal â...

- Gweithio'n effeithiol fel rhan o dîm gweithgar a brwdfrydig
- Cyfathrebu ar lafar ac yn ysgrifenedig i safon uchel trwy gyfrwng y Gymraeg a'r Saesneg
- Cynllunio ar gyfer addysgu, rheoli adnoddau a monitro a gweithredu systemau effeithiol i asesu, adrodd a dadansoddi ar gynnydd disgyblion yn unol â pholisi'r ysgol
- Bod yn rhan o gynllunio cwricwlwm ysbrydoledig
- Sgiliau hyderus wrth ddefnyddio TGCh a gwybodaeth am ddefnydd effeithiol o TGCh ar draws y cwricwlwm
- Cydweithio gyda rhieni / gofalwyr er mwyn hybu partneriaeth ryngweithiol rhwng y cartref a'r ysgol
- Hybu disgwyliadau uchel o ran ymddygiad, lles ac ymrwymiad disgyblion
- Meithrin safonau, cynhwysiant a lles ein holl ddisgyblion gan gyfoethogi'r cwricwlwm trwy ymestyn profiadau y tu hwnt i'r ystafell ddosbarth.

Prif dasgau/cyfrifoldebau

- Darparu cwricwlwm datblygiadol sydd yn eang, cytbwys a phwrpasol gan gydweithio â staff eraill
- Sicrhau bod y wybodaeth a gesglir wrth asesu yn cael ei dadansoddi a'i defnyddio'n effeithiol er mwyn hybu'r dysgu a chynllunio'r addysgu
- Monitro ac arfarnu ansawdd y ddarpariaeth a gosod targedau realistig ar gyfer gwelliant
- Hybu, trwy esiampl bersonol, safon uchel o addysgu a phroffesiynoldeb
- Gweithio mewn partneriaeth ag ystod o wahanol asiantaethau er mwyn dadansoddi ac ymateb i anghenion dysgu'r gymuned ehangach
- Cefnogi a hybu lles pob disgybl
- Cynllunio'n fwriadus er mwyn sicrhau dilyniant a pharhad ar gyfer datblygu medrau disgyblion, gan gefnogi a herio er mwyn datblygu unigolion annibynnol, hyderus
- Datblygu strategaethau asesu ar gyfer dysgu effeithiol a darparu adborth adeiladol i ddisgyblion er mwyn symud eu dysgu ymlaen
- Rheoli defnydd effeithiol o amser ar gyfer chi eich hun ac eraill
- Cydweithio ac arwain y staff cynorthwyol er mwyn cefnogi'r disgyblion
- Cyfrannu at gynllun gwella a phrosesau hunan arfarnu'r ysgol
- Gwerthuso effeithiolrwydd polisiau a blaenoriaethau'r ysgol gan gydweithio a chefnogi'r staff cyfan er mwyn cyflawni'r blaenoriaethau
- Hyrwyddo diwylliant o waith fîm, lle mae barn pawb yn cael ei gwerthfawrogi a'i hystyried
- Cydweithio ag unigolion a grwpiau lleol er mwyn sicrhau bod yr ysgolion yn chwarae rhan flaenllaw yn y gymuned
- Hybu a darparu gweithgareddau allgyrsiol.

Yn gyfrifol am staff/offer
Yn gyfrifol am drefnu staff cynorthwyol y dosbarth.
Yn atebol i
Pennaeth

Meini Prawf Hanfodol

Cymwysterau, Hyfforddiant galwedigaethol ac Aelodaeth Broffesiynol

Cymhwyster a gydnabyddir gan yr AdAS

Gradd Anrhydedd

Y sgiliau sy'n ymwneud â'r swydd a Galluoedd

Sgiliau llafar ac ysgrifennu cywir yn y Gymraeg a'r Saesneg

Sgiliau rhifedd cadarn

Sgiliau digidol hyderus

Y gallu i ffurfio strategaethau a pholisïau

Y gallu i gydweithio yn effeithiol fel rhan o dîm

Y gallu i ddangos ymroddiad ac effeithiolrwydd fel enghraifft o Athro/Athrawes Dosbarth da

Rheolaeth ddosbarth gadarn

Y gallu i drefnu a rheoli amser ac adnoddau yn effeithiol

Y gallu i archwilio, gwneud penderfyniadau a datrys problemau

Y gallu i weithio'n annibynnol ac fel arweinydd fîm ar brosiectau ac agweddau penodol.

Gwybodaeth

Gwybodaeth fanwl o'r Cwricwlwm i Gymru

Gwybodaeth a dealltwriaeth o ddulliau addysgu a dysgu effeithiol

Gwybodaeth a dealltwriaeth am faterion cyfoes sy'n wynebu addysg gynradd

Gwybodaeth am ddefnydd effeithiol o TGCh ar draws y cwricwlwm

Gwybodaeth am strategaethau i hybu dysgu o fewn y sector cynradd.

Profiad

Profiad fel ymarferydd dosbarth effeithiol

Profiad o ddatblygu strategaethau addysgu a dysgu effeithiol

Ystyrir ceisiadau gan athrawon newydd gymhwyso.

Rhinweddau personol

Brwdfrydedd, hyder, dibynadwyedd, gonestrwydd, ymroddiad.

Cymhelliant, cydwybodolrwydd

Yn gallu gweithio'n annibynnol a chydweithio'n effeithiol ag eraill.

Meini Prawf Dymunol

Byddai'r gallu i ganu'r piano yn fantais.

Sgiliau Iaith /Cyfathrebu

Cliciwch ar y ddolen - [Pa lefel ydych chi?](#)

Cymraeg	Sgiliau Llafar Lefel 5	Sgiliau Ysgrifennu Lefel 5
Saesneg	Sgiliau Llafar Lefel 5	Sgiliau Ysgrifennu Lefel 5
Arall (nodwch)		

GWIRIADAU'R GWASANAETH DATGELU A GWAHARDD (DBS)

Gall fod gwiriadau DBS yn ofynnol ar gyfer rhai swyddi lle bydd angen gweithio gyda phlant ac oedolion agored i niwed. Mae'r canlynol yn ofynnol ar gyfer y swydd hon

Adran A – y math o ddatgeliad **Datgeliad Manwl gan wirio'r rhestr wahardd**

Adran B – y math o weithlu **Y gweithlu plant**

Y RHESWM

Gan weithio ar draws dwy ysgol gynradd gyda phlant 3-11 oed, bydd deiliad y swydd â chyswllt uniongyrchol â phlant a chyfrifoldeb amdanynt.

UNRHYW WYBODAETH ARALL

Swydd CPA yw hon hyd at Awst 31, 2025 yn y lle cyntaf. Bydd yr ymgeisydd llwyddiannus yn gweithio ar draws y Ffederasiwn o ddwy ysgol gan ddilyn amserlen penodol.

Main Purpose of Job

The successful candidate will be expected to be conscientious and expect and maintain high standards as well as...

- Work effectively as part of a hardworking and motivated team
- Communicate orally and in writing to a high standard through the medium of Welsh and English
- Planning for teaching, resource management and monitoring and operate effective systems to assess, report and analyse pupil progress in line with policy
- Be a part of planning an inspiring curriculum
- Confident ICT skills and the knowledge of effective use of ICT across the curriculum
- Work with parents / carers to promote an interactive partnership between home and school
- Promote high expectations of pupils' behaviour and commitment
- Foster the standards, inclusion and wellbeing of all our pupils, enriching the curriculum by extending experiences beyond the classroom.

Key responsibilities

- Work closely with other members of staff in teaching pupils and providing a developmental curriculum which is balanced and purposeful
- Ensure that information collected through assessment is analysed and used effectively in order to promote learning and to plan the teaching
- Monitor and evaluate the quality of the provision and set realistic targets for improvement
- Promote, through personal example, a high standard of teaching and professionalism
- Work in partnership with various agencies in order to analyse and address the learning needs of the wider community
- Support and promote every child's wellbeing
- Plan meticulously in order to ensure that pupils' skills are continuously developed, providing support and challenges in order to develop independent, confident individuals
- Develop effective assessment for learning strategies and provide constructive feedback to pupils in order to ensure learning progress
- Manage effective use of time for themselves and others
- Work with support staff to support pupils
- Contribute towards the federation's improvement plan and self-evaluation processes
- Support the evaluation of policies and priorities annually and work and support all staff to accomplish these priorities
- Promote a culture of teamwork, where everyone's views are appreciated and considered
- Work with local individuals and groups to ensure that the schools play an integral part within the community
- Promote and provide extra-curricular activities.

Responsible for staff/equipment
Responsibility for organising support staff within the classroom.
Reporting to
Headteacher

Essential Criteria

Qualifications, Vocational training and Professional Memberships

DFES recognised qualification.

Honours degree.

Job Related Skills and Competencies

Correct oral and writing skills in both Welsh and English

Good numeracy skills

Confident digital skills

Ability to formulate strategies and policies

Ability to collaborate effectively as part of a team

Ability to demonstrate dedication and effectiveness as an example of a good class teacher

Sound class management

Ability to organize and manage time and resources effectively

Ability to audit, make decisions and solve problems

Ability to work independently and as a team leader on specific projects and aspects.

Knowledge

Knowledge of Curriculum for Wales

Knowledge and understanding of effective teaching and learning methods

Knowledge and understanding of current matters facing primary education

Knowledge of effective use of ICT across the curriculum

Knowledge about strategies to support learning in the primary sector.

Experience

Experience as an effective classroom practitioner as a student / student or newly qualified teacher

Experience in developing effective teaching and learning strategies

Newly qualified teachers will be considered.

Personal qualities

Enthusiasm, confidence, reliability, honesty, dedication.

Motivation, conscientiousness.

Able to work independently and collaborate effectively with others.

Desirable Criteria

The ability to play the piano would be an advantage.

Language and Communication Skills

Click on the link [What level are you?](#)

Welsh	Spoken Level 5	Written level 5
English	Spoken Level 5	Written level 5
Other (please State)		

DISCLOSURE AND BARRING SERVICES (DBS) CHECKS

DBS Checks may be required for certain posts which work with children and vulnerable adults. This post requires:

Section A – type of disclosure Enhanced Disclosure with Barred list check

Section B – workforce type Child Workforce

JUSTIFICATION

Working across two primary schools, the post holder has direct contact with and a responsibility for children.

ANY OTHER INFORMATION

This is initially a PPA position until August 31, 2025. The successful candidate will work across the Federation of two schools following a set timetable.