

Cyngor Sir Ynys Môn Disgrifiad Swydd

Teitl y swydd: **Athro/Athrawes Technoleg**

Adran: Dysgu Gydol Oes

Adain: Ysgol David Hughes

Graddfa Cyflog: M02 – U3 (£30,742 - £47,340)

Safle yn y gyfundrefn

Yn atebol i: Pennaeth trwy (a) Pennaeth Adran/Dirprwy Bennaeth
(b) Pennaeth Blwyddyn berthnasol (am gyfrifoldebau bugeiliol).

Yn gyfrifol am:

Staff: Nac ydy

Cyllid: Nac ydy

Arall: Nac ydy

Pwrpas y swydd:

I addysgu **Technoleg** yng Nghyfnod Allweddol 3 a 4 i ddisgyblion yr ysgol.

Tasgau Allweddol/Prif Gyfrifoldebau:

- Mae'r cyfrifoldebau a dyletswyddau cyffredinol proffesiynol athrawon wedi eu cynnwys yn Rhan 12 o'r ddogfen flynyddol Cyflog ac Amodau Gwaith Athrawon Ysgol.
- Cyfrannu at ddysgu **Technoleg** hyd ac yn cynnwys TGAU.
- Cyfrannu at weithgareddau'r adran gan gynnwys datblygu cynlluniau gwaith, defnyddiau dysgu, asesu, cofnodi ac adrodd yn unol â'r polisi'r adran a pholisi'r ysgol.
- Cyfrannu at ddatblygu a gweithredu polisïau'r adran a pholisïau'r ysgol gyfan.
- Ymgymryd â dyletswyddau rhesymol penodol oddi fewn i'r adran yn unol â gofynion y Pennaeth Adran.
- Gweithredu fel tiwtor dosbarth a chyflawni'r dyletswyddau perthnasol yn unol â'r swydd ddisgrifiad cyffredinol o Diwtor Dosbarth.
- Cyflawni dyletswyddau goruchwylio cyffredinol yn unol â'r rota perthnasol.
- Cymryd rhan mewn cyfarfodydd gyda chydweithwyr, rhieni, swyddogion ac ymgynghorwyr allanol sy'n berthnasol i'r dyletswyddau uchod gan gynnwys rhaglenni Hyfforddiant Mewn Swydd.

Trefniadau Gwaith

Yr wythnos waith: 32.5 awr yr wythnos

Lleoliad: Ysgol David Hughes

Gofynion Dwyieithrwydd (Cymraeg & Saesneg):

Mae'r gallu i gyfathrebu trwy gyfrwng y Gymraeg a'r Saesneg yn **hanfodol**.

Hyblygrwydd:

Tynnir eich sylw at y ffaith fod dyletswyddau a chyfrifoldebau penodol mewn rhai achosion yn anodd ei dadansoddi yn fanwl a gallent newid o dro i dro heb newid cymeriad cyffredinol y dyletswyddau na lefel y cyfrifoldeb.

Adolygiad:

Cyhoeddwyd y disgrifiad swydd yma mis Mai 2024 ac fe'i hadolygir fel bo'r angen

Manylion Personol

Teitl y Swydd: Athro/Athrawes Technoleg

Dyddiad: Mai 2024

Adran 1: Addysg & Hyfforddiant

Yr addysg, cymwysterau ac/neu'r hyfforddiant sydd eu hangen i gyflawni'r swydd yn effeithiol.

Hanfodol:

Cymhwyster Dysgu Proffesiynol

Dymunol:

Mae'r Adran Dechnoleg yn flaengar a gweithgar sy'n cyfrannu i fywyd all gwricwlaidd yr ysgol, a byddai parodrwydd i chwarae rhan yn yr holl agweddau o weithgareddau'r adran yn fanteisiol.

Adran 2: Profiad

Ystod a lefel profiad a dyletswyddau, tasgau a'r cyfrifoldebau yn y disgrifiad swydd a gweithgareddau cysylltiedig perthnasol.

Hanfodol:

Mae'r cyfrifoldebau a dyletswyddau cyffredinol proffesiynol athrawon wedi eu cynnwys yn Rhan 12 o'r ddogfen flynyddol Cyflog ac Amodau Gwaith Athrawon Ysgol

Dymunol:**Adran 3: Rhinweddau Allweddol**

Gwybodaeth benodol i'r swydd a'r sgiliau sy'n holl bwysig i wneud y gwaith mewn modd effeithiol.

Hanfodol:

Mae'r cyfrifoldebau a dyletswyddau cyffredinol proffesiynol athrawon wedi eu cynnwys yn Rhan 12 o'r ddogfen flynyddol Cyflog ac Amodau Gwaith Athrawon Ysgol

Dymunol:**Adran 4: Rhinweddau Personol**

Gwerthoedd a nodweddion personol y dylid eu dangos.

Hanfodol:

Mae'r cyfrifoldebau a dyletswyddau cyffredinol proffesiynol athrawon wedi eu cynnwys yn Rhan 12 o'r ddogfen flynyddol Cyflog ac Amodau Gwaith Athrawon Ysgol

Dymunol:**Adran 5: Amgylchiadau Personol**

Gofynion a allai gyfyngu ar berfformiad yn y swydd oni fyddant yn cael eu bodloni.

Isle of Anglesey County Council Job Description

Job Title: Technology Teacher

Department: Lifelong Learning

Section: Ysgol David Hughes

Salary Scale: M02 – U3 (£30,742 - £47,340)

Position in the Establishment

Accountable to: Headteacher through (a) Head of Department/Deputy Headteacher (b) Relevant Head of Year (for pastoral responsibilities)

Responsible for:

Staff: No

Finance: No

Other: No

Purpose of the Post:

To teach **Technology** at Key Stages 3 and 4 to pupils at the school.

Key Tasks/Main Responsibilities:

- Teachers' professional responsibilities and duties are included in Section 12 of the annual document *School Teachers' Pay and Conditions of Employment*.
- Contribute to the teaching of **Technology** lessons up to and including GCSE.
- Contribute to the departmental activities including the development of schemes of work, teaching material, assessment, recording and reporting in accordance with departmental policy and school policy.
- Contribute to the teaching and implementation of departmental policies and whole school policies.
- Undertake reasonable specific duties within the department at the Head of Department's request.
- Act as form tutor and fulfil the relevant duties in accordance with the general job description of Form Tutor.
- Fulfil general supervision duties in accordance with the relevant rota.
- Participate in meetings with colleagues, parents, external officers and advisors which are relevant to the above duties including *INSET* programmes.

Work arrangements

Working week: 32.5 hours a week

Location: Ysgol David Hughes

Bilingual Requirement (Welsh & English):

The ability to communicate in both English and Welsh is **essential** for this post.

Flexibility:

Please note that specific duties and responsibilities in some cases are hard to analyse in detail and can change from time to time without changing the general character of the responsibilities nor the level of responsibilities.

Review:

This job description was published in May 2024 and is reviewed as necessary.

Person Specification

Job title: Technology Teacher

Date: May 2024

Section 1: Education & Training

The minimum education, qualifications and/or training required for effective performance.

Essential:

Professional Teaching Qualification

Desirable:

The **Technology** Department is a reputable and hard-working department that contribute to the school's extra-curricular life, and willingness to participate in all aspects of the departments' activities would be advantageous.

Section 2: Experience

The range and level of experience of the duties, tasks and responsibilities within the job description and relevant related activities.

Essential:

Teachers' professional responsibilities and duties are included in Section 12 of the annual document *School Teachers' Pay and Conditions of Employment*.

Desirable:

Section 3: Key Qualities

Job specific knowledge and skills critical for effective performance in post.

Essential:

Teachers' professional responsibilities and duties are included in Section 12 of the annual document *School Teachers' Pay and Conditions of Employment*.

Desirable:

Section 4: Personal Attributes

Personal values and characteristics which should demonstrated.

Essential:

Teachers' professional responsibilities and duties are included in Section 12 of the annual document *School Teachers' Pay and Conditions of Employment*.

Desirable:

Section 5: Personal Circumstances

Requirements which, if not met, could place constraints on effective performance.