

Cyngor Sir Ynys Môn Disgrifiad Swydd

Teitl y swydd: Pennaeth Saesneg

Adran: Dysgu Gydol Oes

Adain: Ysgol David Hughes

Graddfa Cyflog: M2-UPS3 £30,742 £ 47,340 + CAD 1C £11,606

Safle yn y gyfundrefn

Yn atebol i: Pennaeth drwy'r Dirprwy Cyswllt

Yn gyfrifol am:

Staff: ydy

Cyllid: ydy

Arall: ydy

Pwrrpas y swydd:

Pennaeth Saesneg

Tasgau Allweddol/Prif Gyfrifoldebau:

- Mae cyfrifoldebau a dyletswyddau cyffredinol proffesiynol athrawon wedi eu cynnwys yn Rhan 10 o'r ddogfen flynyddol Cyflog ac Amodau Gwaith Athrawon Ysgol.
- Dysgu Saesneg hyd at Lefel A.
- Gweledigaeth i gynnig arweiniad a chyfeiriad i dîm o athrawon brwdfrydig o fewn yr adran, gan gynnwys datblygiadau CA3, CA4 a 16+.
- Ymuno gyda Tîm Rheolaeth Ganol yr ysgol ac fe fydd ganddo/ganddi gyfraniad pwysig i'w wneud i ddatblygiadau a blaenoriaethau ysgol gyfan.
- Cyd-weithio gydag eraill, gan gynnwys y Dirprwy Cyswllt perthnasol, ee i ddatblygu a sefydlu cyfundrefn hunan-arfarnu a rheoli perfformiad o fewn yr adran.
- 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 polisiâu'r adran a pholisiâu'r ysgol gyfan.
- Ymgymryd â dyletswyddau rhesymol penodol oddi fewn i'r adran yn unol â gofynion y Pennaeth .
- 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: Llawn Amser

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 eu 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 **Mawrth 2024** ac fe'i hadolygir fel bo'r angen

Manylion Personol

Teitl y Swydd: Pennaeth Saesneg

Dyddiad: Mawrth 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 Saesneg** yn adran flaengar a gweithgar iawn sy'n cyfrannu'n helaeth i fywyd all gwricwlaidd yr ysgol, a byddai parodrwydd i chwarae rhan allweddol yn yr holl agweddau o weithgareddau'r adran yn fanteisiol.

Adran 2: Profiad

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

Hanfodol:

Profiad dysgu mewn ysgol uwchradd.

Dymunol:

Profiad rheolaethol mewn ysgol.

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 cyfrifoldebau a dyletswyddau cyffredinol proffesiynol athrawon wedi eu cynnwys yn Rhan 10 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 cyfrifoldebau a dyletswyddau cyffredinol proffesiynol athrawon a dirprwy benaethiaid wedi eu cynnwys yn Rhan 10 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: Head of English

Department: Lifelong Learning

Section: Ysgol David Hughes

Salary Scale: M2-UPS3 £30,742 £ 47,340 + CAD 1C £11,606

Position in the Establishment

Accountable to: Headteacher through the Contact Deputy

Responsible for:

Staff: yes

Finance: yes

Other: yes

Purpose of the Post:

Head of English

Key Tasks/Main Responsibilities:

- Teachers' professional responsibilities and duties are included in Section 10 of the annual document *School Teachers' Pay and Conditions of Employment*.
- Contribute to the teaching of English to A Level.
- Vision to provide leadership and direction to a team of enthusiastic teachers within the department, including development of KS3, KS4 and 16 +.
- Member of the school's Middle Management Team with important contributions to the whole school developments and priorities.
- Co-operate with others, including the relevant Contact Deputy, eg, to develop and establish a system of self-evaluation and performance management within the department.
- 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 other duties within the department in accordance with the requirements of the Headteacher.
- 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: Full Time

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 **March 2024** and is reviewed as necessary.

Person Specification

Job title: Head of English

Date: March 2024

Section 1: Education & Training

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

Essential:

Professional Teaching Qualification

Desirable:

The **English** Department is a reputable and hard-working department that contributes to the school's extra-curricular life, and willingness to participate in all aspects of the department's 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:

Teaching experience in a secondary school

Desirable:

Management Experience in a secondary school

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 10 of the annual document *School Teachers' Pay and Conditions of Employment*.

Desirable:

Section 4: Personal Attributes

Personal values and characteristics which should be demonstrated.

Essential:

Teachers' professional responsibilities and duties are included in Section 10 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.