Arweinydd Bugeiliol

Cyfeirnod y swydd: YRHS00344D1HRE
Lleoliad: Ysgol Uwchradd y Rhyl
Cyflog: Graddfa Gyflog Athrawon ynghyd â TLR1A
Oriau: Llawn Amser
Contract: Parhaol,
Swydd Allanol

Mae'r Llywodraethwyr yn chwilio am arweinydd ymroddedig, brwdfrydig, gwydn a hynod gymhellol a all weithio gyda disgyblion a staff er mwyn datblygu ymhellach ddatblygiad cymdeithasol ac emosiynol disgyblion a chyfrannu'n sylweddol at ddatblygiad addysgol y rhai sydd angen cymorth ychwanegol. Mae hwn yn gyfle cyffrous i unigolyn weithio yn ein hysgol unigryw ond heriol sydd wedi'i lleoli yn nhref y Rhyl. Mae gennym gyfleusterau rhagorol a staff eithriadol o ymroddedig. Bydd deiliad y swydd yn gweithio'n agos gyda'r Pennaeth Cynorthwyol Bugeiliol i barhau i ddatblygu systemau a strwythurau bugeiliol yr ysgol, yn enwedig ym maes Ymddygiad.

Bydd gan ddeiliad y swydd gyfrifoldeb addysgu uniongyrchol lleiaf posibl.

Bydd prif gyfrifoldebau deiliad y swydd yn cynnwys:

• Rheoli llinell Penaethiaid Blwyddyn dynodedig.
• Arwain ar systemau a strwythurau Ymddygiad.
• Chwarae rhan allweddol yng ngweithdrefnau Diogelu'r ysgol fel aelod o'r tîm diogelu.
• Arwain arferion y dosbarth i gynnig cefnogaeth ac, lle bo'n briodol, her adeiladol.
• Arwain a rheoli'r ddarpariaeth AEB (Anhwylderau Emosiynol ac Ymddygiadol) ar y safle.
• Cydweithio ag asiantaethau allanol.

Pastoral Lead

Job reference: YRHS00344D1HRE
Location: Rhyl High School
Salary: Teachers pay scale plus TLR1A

Hours: Full time
Contract: Permanent
External Vacancy

Governors are seeking a committed, passionate resilient and highly motivated leader who can work with pupils and staff in order to further develop pupils' social and emotional development and contribute extensively to the educational development of those that require additional support. This is an exciting opportunity for an individual to work in our unique but challenging school which is based in the town of Rhyl. We have outstanding facilities and exceptionally committed staff. The post holder will work closely with the Pastoral Assistant Head to continue to develop the school's pastoral systems and structures, particularly in the area of Behaviour.

The post holder will have a very minimal direct teaching commitment.

The main responsibilities of the post-holder will include:

- Line Manage allocated Heads of year
- Lead on Behaviour systems and structures
- Play a key role in the school's Safeguarding procedures as part of the safeguarding team.
- Lead Classroom practice to offer support and where appropriate challenge
- Leadership and management of the onsite EBD provision
- Liaison with external agencies

Penodiad yn amodol ar Wiriad y Gwasanaeth Datgelu a Gwahardd a geirdaon boddhaol.

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 i gael ei ystyried. Mae'n ddrwg gennym nad dym yn gallu ateb pob cais. Os nad ydych wedi derbyn ateb o fewn tair wythnos i'r dyddiad cau, dylech gymryd yn ganiataol nad ydych wedi cyrraedd y rhestr fer am gyfweliad.

Dyddiad Cau: 25/11/2026

Mae Cyngor Sir Ddinbych yn ymroddedig i Gyfle Cyfartal a'i Safonau Iaith Gymraeg. Rydym yn croesawu ceisiadau yn y Gymraeg. Sylwch na fydd unrhyw ffurflenni cais a dderbynnir yn y Gymraeg yn cael eu trin yn llai ffafriol na ffurflenni cais a gyflwynwyd yn Saesneg.

Appointment subject to Disclosure & Barring Service Check and satisfactory references.

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.

Closing Date: 25/11/2026

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

Teitl y Swydd:	**Arweinydd Cyfnod Allweddol Bugeiliol**
Graddfa:	**Graddfa Gyflog Athrawon ynghyd â TLR1A**
Gwasanaeth:	**Ysgolion**
Maes Gwasanaeth:	**Ysgol Uwchradd Y Rhyl**
Yn atebol i:	**Prif Athro/Athrawen**
Cyfeirnod y Swydd / Dyddiad cyhoeddi:	

Pwrpas y Swydd

Mae hwn yn gyfle cyffrous i unigolyn weithio yn ein hysgol unigryw ond heriol lle mae lefel uchel o amddifadedd. Mae gennym gyfleusterau rhagorol a staff eithriadol o ymroddedig. Bydd deiliad y swydd yn gweithio'n agos gyda'r Pennaeth Cynorthwyol Bugeiliol i barhau i ddatblygu systemau a strwythurau bugeiliol yr ysgol, yn enwedig ym maes Ymddygiad. Bydd y rôl yn cynnwys goruchwylio'r ddarpariaeth AEB (Anhwylderau Emosiynol ac Ymddygiadol) ar y safle, sy'n cynnwys dau ddosbarth/darpariaeth. Bydd gan ddeiliad y swydd gyfrifoldeb addysgu uniongyrchol lleiaf posibl.

Mae elfen gyfrinachedd yn rhan o'r rôl hon, a rhaid i ddeiliad y swydd ennyn a chynnal ymddiriedaeth a hyder disgyblion a staff. Gall y rôl gynnwys mynediad at wybodaeth sy'n ymwneud â diogelu plant neu faterion sensitif teuluol, y mae'n rhaid eu trin yn briodol ac yn unol â pholisïau a gweithdrefnau'r ysgol.

Prif Gyfrifoldebau

Bydd prif gyfrifoldebau deiliad y swydd yn cynnwys:

- Rheoli llinell Penaethiaid Blwyddyn.
- Arwain ar systemau a strwythurau Ymddygiad.
- Chwarae rhan allweddol yng ngweithdrefnau Diogelu'r ysgol a bod yn aelod o'r tîm diogelu, gan ymdrin ag ymateb i bryderon diogelu dyddiol.
- Arwain arferion y dosbarth er mwyn cynnig cefnogaeth ac, lle bo'n briodol, her adeiladol.
- Arwain a rheoli'r ddarpariaeth AEB (Anhwylderau Emosiynol ac Ymddygiadol) ar y safle.
- Cydweithio ag asiantaethau allanol.
- Darparu cymorth arweinyddiaeth.
- Ymgymryd â chyfrifoldeb parhaus o fewn strwythur staffio'r ysgol er mwyn sicrhau bod addysgu a dysgu o ansawdd uchel, ynghyd â gofal bugeiliol, yn cael eu darparu'n gyson.
- Cyfathrebu â rhieni, staff ac asiantaethau allanol fel rhan o strategaeth gynhwysiant yr ysgol. Gweithio ochr yn ochr â Phenaethiaid Blwyddyn ac aelodau allweddol eraill o'r Tîm Bugeiliol i ddiwallu anghenion disgyblion unigol neu grwpiau penodol o ddisgyblion, yn ogystal â chynorthwyo i greu strwythurau a gweithdrefnau ar gyfer ymyriadau priodol.
- Cymryd rôl arweiniol wrth gynnal y safonau ymddygiad uchaf a chefnogi disgyblion unigol i wneud y dewisiadau cywir a chydymffurfio â disgwyliadau'r ysgol o ran ymddygiad ac ymddygiad proffesiynol.

Adnoddau / Offer / Deunyddiau

Mewn partneriaeth â'r Tîm Arweinyddiaeth Uwch

• Arwain cyfarfodydd gyda rhieni, er enghraifft cyfarfodydd dychwelyd yn dilyn gwaharddiad cyfnod penodol.
• Cymryd rôl arweiniol wrth ddatblygu a gweithredu strategaethau ymyrraeth priodol drwy olrhain, monitro a dadansoddi data.
• Sefydlu perthnasoedd adeiladol gyda rhieni/gofalwyr, cyfnewid gwybodaeth a hwyluso eu cefnogaeth i ymddygiad eu plentyn, gan gynnwys cynnal ymweliadau cartref pan fo angen a chydymffurfio â pholisïau gweithiwr unigol.
• Sicrhau bod pob pryder ymddygiad yn cael ei gofnodi'n gywir ac mewn modd amserol gan ddefnyddio system Behaviour Watch.
• Arwain gwasanaethau blwyddyn.
• Paratoi ar gyfer cyfarfodydd Sicrhau Ansawdd Ymddygiad wythnosol gyda Phenaethiaid Blwyddyn.
• Cydgysylltu â darparwyr addysg amgen a chydlynu'r trefniadau ar gyfer y darpariaethau hyn, gan gynnwys cwblhau unrhyw atgyfeiriadau angenrheidiol i gael mynediad atynt.
• Dirprwyo ar ran y Pennaeth Cynorthwyol (AHT) a'r Dirprwy Bennaeth (DHT) mewn cyfarfodydd pan fo angen.
• Arwain ar arferion dosbarth a darparu cefnogaeth a her briodol.
• Arwain gweithredu strategaeth 'Ymddygiad ar gyfer Dysgu' yr ysgol.
• O dan gyfarwyddyd y Pennaeth Cynorthwyol, arwain y ddarpariaeth Hafan a chymryd cyfrifoldeb am ddatblygu a chyflwyno'r cwricwlwm, rheoli ymddygiad a rheoli llinell staff.
• Creu diwylliant ac ethos o her a chefnogaeth lle gall pob disgybl lwyddo a gwella eu cyfleoedd bywyd.
• Cefnogi gweithrediad proses hunanwerthuso a chynllun datblygu'r ysgol o fewn y cyd-destun cenedlaethol a lleol.
• Sicrhau bod atebolrwyddau a chyfrifoldebau unigol aelodau staff wedi'u diffinio'n glir, eu cyfathrebu, eu deall a'u cytuno.
• Cwblhau a chyflwyno ffurflenni, cofnodion ac adroddiadau cymhleth, gan gynnwys y rhai ar gyfer asiantaethau allanol.
• Sicrhau bod dogfennaeth fugeiliol yn cael ei storio'n effeithiol.
• Meddu ar wybodaeth arbenigol am flaenoriaethau cenedlaethol, tueddiadau'r cwricwlwm, materion cyfredol a newidiadau mewn addysg.
• Dangos atebolrwydd am les a chanlyniadau disgyblion drwy weithio gyda'r holl randdeiliaid perthnasol i sicrhau bod lles a chyflawniad pob dysgwr yn cael eu gwerthfawrogi ac yn amlwg ar draws yr ysgol.
• Cymryd rôl arweiniol wrth weithredu a datblygu system gadarn ar gyfer dadansoddi gwybodaeth a data bugeiliol. Trin a dadansoddi data i gynhyrchu siartiau, adroddiadau, tueddiadau a phatrymau, gan ddarparu adborth lle bo angen ar gynnydd plentyn a sicrhau bod tystiolaeth briodol ar gael.
• Cymryd rôl arweiniol yn y broses ddiogelu o fewn yr ysgol drwy gynnal brysbennu cychwynnol o'r holl bryderon diogelu.
• Gweithio fel rhan o'r tîm diogelu i sicrhau bod yr holl brosesau'n cael eu dilyn, bod pob atgyfeiriad yn cael ei gwblhau a'u dilyn i fyny yn briodol.
• Cynnal gwybodaeth gyfredol a chyflawni hyfforddiant priodol ym mhob agwedd ar

ddiogelu.
• Gweithio fel rhan o'r tîm diogelu wrth ddarparu hyfforddiant i holl aelodau staff.

Goruchwylio / Rheoli Pobl

Cwblhau datblygiad proffesiynol eich hun gan fod yn ymwybodol o ymchwil a datblygiadau cyfredol
Ymgymryd â hunan-adolygiad a chymryd rhan mewn Rheoli Perfformiad rheolaidd a arweinir gan Gymuned y Rheolwr Atebol.

Gwybodaeth, Sgiliau, Hyfforddiant a Phrofiad

Hyrwyddo'r ysgol o fewn ei chymuned leol.
Sicrhau y cymerir pob cyfle i hyrwyddo llwyddiannau Ysgol Uwchradd y Rhyl yn y wasg leol
Meithrin cysylltiadau gyda'r gymuned ac asiantaethau allanol
Sicrhau bod llwyddiannau'n cael eu hadrodd a'u dathlu yn newyddlen a llwyfannau cyfryngau cymdeithasol yr ysgol a'r wasg leol.

Amodau Gwaith Arbennig

Monitro cyllidebau sy'n dod yn uniongyrchol dan y swyddogaethau dynodedig i sicrhau gwariant ac atebolrwydd cynaliadwy a phriodol

Archwiliadau Cyflogaeth / Gofynion Penodol

Mae'n ofynnol i bob aelod newydd o staff fynd drwy ein gwiriadau recriwtio mwy diogel; clirio DBS, 2 eirda boddhaol yn cwmpasu 3 blynedd o gyflogaeth, tystiolaeth o gymwysterau hanfodol, tystiolaeth o'r Hawl i Weithio yn y DU.

Mae Cyngor Sir Ddinbych yn cydnabod ei rwymedigaethau i ddiogelu plant ac atal caethwasiaeth a masnachu mewn pobl, gan wneud popeth o fewn ei allu i atal caethwasiaeth a masnachu mewn pobl o fewn ei fusnesau. Mae sawl math o gaethwasiaeth modern, gan gynnwys masnachu mewn pobl, llafur gorfodol, caethiwed a chaethwasiaeth.

Mae diogelwch yn bwysig i bawb, ac mae gofyn i holl gyflogeion Sir Ddinbych weithio yn unol â pholisïau a gweithdrefnau Diogelu Oedolion / Plant y Cyngor, mae dyletswydd arnynt i roi gwybod am unrhyw bryderon sy'n codi yn ystod eu dyletswyddau a bod yn ymwybodol o arwyddion camfanteisio. Dylid codi unrhyw bryderon â'r Rheolwr Diogelu Penodedig er mwyn i'r Cyngor allu gweithredu pan gaiff camfanteisio ei adnabod.
Nid yw sgiliau yn y Gymraeg yn angenrheidiol

CYNGOR SIR DDINBYCH MANYLION AM YR UNIGOLYN

Mae'r Manylion 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).

Teitl y Swydd:	**Arweinydd Cyfnod Allweddol Bugeiliol**
Gwasanaeth:	**Ysgolion**
Graddfa:	**Graddfa Gyflog Athrawon ynghyd â TLR1A**

MEINI PRAWF	**HANFODOL**	**DYMUNOL**	**DULL ASESU** Ffurflen Gais / Cyfweliad / Cyflwyniad / Geirda ac ati
1. ADDYSG A CHYMWYSTERAU	Gradd Anrhydedd dda Statws Athro Cymwysedig	Astudio ôl-radd pellach / cymhwyster sy'n berthnasol i'r swydd	Ffurflen gais
2. DATBLYGIAD PROFFESIYNOL	Tystiolaeth o ddatblygiad proffesiynol personol diweddar	Profiad o arwain gweithgareddau hyfforddiant mewn swydd ar gyfer eraill Profiad o gymryd rhan mewn arolygon ESTYN	Ffurflen Gais Proses ddethol
3. PROFIAD PERTHNASOL	Cofnod o brofiad bugeiliol diweddar mewn ysgol uwchradd	Profiad diogelu Profiad o arwain a rheoli staff Arwain a rheoli menter ysgol gyfan, mewn ysgol uwchradd Profiad o weithio gyda rhieni ac asiantaethau eraill. Profiad o gyflwyno neu gynllunio cyfleoedd cwricwlwm amgen	Ffurflen Gais Datganiad ategol Proses ddethol

4. ARWEINYDDIAETH	Gallu ysgogi ac ysbrydoli eraill a darparu arweinyddiaeth greadigol sy'n cyfoethogi. Gallu mynegi gweledigaeth gref i bob aelod o'r tîm. Gwybodaeth a dealltwriaeth dda o flaenoriaethau cenedlaethol allweddol cyfredol (h.y. Cwricwlwm i Gymru, Diwygio ADY). Gallu datblygu systemau a phrosesau ymarferol a chreadigol i gryfhau gwelliant ysgol ym maes arweinyddiaeth fugeiliol. Ymrwymiad i welliant ysgol parhaus a dymuniad i wella darpariaeth i'r holl ddisgyblion a staff.		
5. DYSGU AC ADDYSGU	Tystiolaeth o ymarfer rhagorol yn y dosbarth. Profiad o ddefnyddio data i wella cyrhaeddiad a chyflawniad.	Ymwybyddiaeth o'r modd mae technolegau sy'n datblygu yn gallu effeithio ar ddysgu, addysgu ac arweinyddiaeth. Profiad o sicrhau ansawdd a monitro a gwerthuso ansawdd dysgu ac addysgu.	Datganiad ategol Proses ddethol Geirda
6. ARWAIN A RHEOLI STAFF	Gallu arwain a rheoli yn benderfynol o fewn ethos gofalgar o gydweithio Gallu i adnabod a datblygu cryfderau mewn unigolion, grwpiau a systemau		Datganiad ategol Proses ddethol Geiradaon

7. DATBLYGU STAFF A RHWYDWEITHIO GYDAG ERAILL	Cyfathrebu'n effeithiol Gallu sefydlu perthnasau gwaith proffesiynol gyda holl aelodau cymuned ysgol Ymrwymiad i safonau proffesiynol tegwch, dealltwriaeth ac uniondeb, ac i fod yn esiampl i eraill	Llwyddiant wrth feithrin cefnogaeth gan rieni i ddysgu, presenoldeb ac ymddygiad myfyrwyr. Arwain datblygiad proffesiynol staff	Datganiad ategol Proses ddethol Geiradaon
8. Nodweddion a Rhinweddau Personol	Deallusrwydd emosiynol da Gwydn a gallu gweithio o dan bwysau, cyrraedd dyddiadau cau a rheoli newid. Meddwl yn arloesol ac yn greadigol Brwdfrydig, llawn egni a chymhelliant Yn hyblyg yn ddeallusol, yn graff ac yn arloesol Gallu blaenoriaethu a dirprwyo yn unol â'r amgylchiadau	Siarad Cymraeg	Datganiad Ategol Proses ddethol Geirda
9. DIOGELU	Wedi ymrwymo i ddiogelu a hybu lles plant, pobl ifanc a staff. Dealltwriaeth o Weithdrefnau Diogelu Cymru a chanllawiau presennol Llywodraeth Cymru.	Hyfforddiant Diogelu Lefel 3 Profiad o fod yn Arweinydd Diogelu Dynodedig	Datganiad Ategol Proses ddethol Geirdaon
10. GOFYNION ERAILL	Empathi at y Gymraeg a diwylliant Cymru.	Rhugl yn y Gymraeg	

DENBIGHSHIRE COUNTY COUNCIL JOB DESCRIPTION

Job Title:	**Pastoral Lead**
Grade:	**Teachers pay scale plus TLR 1A**
Service:	**Schools**
Service Area:	**Rhyl High School**
Responsible to:	**Head Teacher**
Job ID Number / Date Issued:	**01746**

Job Purpose

This is an exciting opportunity for an individual to work in our unique but challenging school where there is a high level of deprivation. We have outstanding facilities and exceptionally committed staff. The post holder will work closely with the Pastoral Assistant Head to continue to develop the school's pastoral systems and structures, particularly around Behaviour. The role will involve overseeing the on-Site EBD provision which is made up of two classrooms/provisions. The post holder will have a very minimal direct teaching commitment.

There is a confidentiality component to this role and the post holder needs to hold the trust and confidence of both pupils and staff. It may acquire information on child protection/ family sensitive issues which must be treated appropriately in accordance with policies and procedures.

Principal Accountabilities and Responsibilities

The main responsibilities of the post-holder will include:

- Line management of Heads of year
- Lead on Behaviour systems and structures
- Play a key role in the school's Safeguarding procedures and being a member of the Safeguarding team picking up and responding to daily safeguarding concerns
- Lead Classroom practice to offer support and where appropriate challenge
- Leadership and management of the onsite EBD provision
- Liaison with external agencies
- Provide leadership support.
- To undertake a sustained responsibility in the context of the school staffing structure for the purpose of ensuring continued delivery of high-quality teaching and learning and pastoral care.
- Communicate with parents, staff and outside agencies as part of the school's inclusion strategy. Working alongside Heads of Year and other key members of staff in the Pastoral Team to meet the needs of identified pupils/ groups of pupils as well as assisting in the creation of structures and procedures for suitable intervention.

- Take a leading role in maintaining the highest standards of behaviour and support individual pupils to make the right choices and follow the school expectations in terms of behaviour and conduct.

Specific Accountabilities

In partnership with the Senior Leadership Team

- To lead parental meetings for example return following fixed term exclusion
- Take a lead role in the development and implementation of appropriate intervention strategies by tracking, monitoring & analysing data
- Establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child's behaviour including undertaking home visits at times and complying with lone worker policies.
- Ensure that all behaviour concerns are accurately recorded using the Behaviour Watch system in a timely manner
- Lead Year assemblies
- Prepare for weekly behaviour Quality Assurance meetings with Heads of year
- To liaise with alternative provision providers and coordinate the arrangements for such provisions including the completion of any required referrals to access these provisions
- To deputise for the AHT and DHT at meetings where required
- To lead on classroom practice and provide appropriate support and challenge
- To lead on implementing the schools' Behaviour for Learning' strategy.
- Under the direction of the AHT, lead on the Hafan provision and take responsibility for the curriculum development and delivery, behaviour management and line management of staff
- Create a culture and ethos of challenge and support where all pupils can achieve success and increase their life chances
- Support the implementation of the school's self-evaluation and development plan within the national and local context
- Ensure individual staff accountabilities and responsibilities are clearly defined, communicated, understood and agreed.
- Complete and submit complex forms, returns etc. including those to outside agencies
- Ensure that Pastoral documentation is stored effectively
- Have expert knowledge of national priorities, curriculum trends, issues and changes
- Demonstrate accountability for pupil wellbeing and outcomes by working with all relevant stakeholders to ensure the wellbeing and achievement of all learners is valued and evident throughout the school
- Take a lead role in implementing and developing a robust system to analyse pastoral information and data. Manipulating data to produce charts, reports, trends and patterns providing feedback as required on a child's progress ensuring the availability of appropriate evidence.
- To take a lead in the process of safeguarding within the school by completing an initial triage of all concerns
- To work as part of the safeguarding team to ensure all process is followed, all referrals completed and followed up

- To maintain up to date knowledge and undertake appropriate training in all areas of safeguarding
- To work as part of the safeguarding team, in the training of all staff

Staff Development / Performance Management

- Undertake own professional development, keeping up to date with current research and developments
- Undertake own self-review and engage in regular Performance Management led by the Line Manager Community

Community

- Promote the school within its local community
- Ensure every opportunity is taken to promote the achievements of Rhyl High school in the local press
- Forge links with the community and external agencies
- To ensure that successes are reported and celebrated in the school newsletter, social media platforms and local press

Finance and budget

- Monitor budgets falling directly under the roles designated to ensure sustainable and appropriate spending and accountability.

Employment Checks/ Specific Requirements

Detail any employment checks that will be a requirement of the post e.g. DBS Check, Health Surveillance, Politically Restricted Post
If you need further clarification on DBS checks please contact HR Direct for advice

All new starters are required to undergo our standard safer recruitment checks; DBS clearance, 2 satisfactory references covering 3 years employment, evidence of essential qualifications, evidence of Right to Work in the UK.
Denbighshire County Council recognises its obligations to safeguard children and adults together with preventing slavery and human trafficking and will do all in its power to prevent slavery and human trafficking within its business. Modern slavery can take many forms including the trafficking of people, forced labour, servitude and slavery.

Safeguarding is everyone's business and all Denbighshire employees are required to work in accordance with the Council's Child / Adult Safeguarding policies and procedures and have a duty to report any concerns which may be noted during the course of their duties and are asked to be alert to the signs of exploitation. Concerns should be raised via their Designated Safeguarding Manager in order that the Council can take prompt action when exploitation is identified.
Welsh language skills are not necessary.

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).

Post Title:	**Pastoral Key Stage Lead**
Service	**Schools**
Grade:	**Teachers pay grade plus TLR1A**

CRITERIA	**ESSENTIAL**	**DESIRABLE**	**METHOD OF ASSESSMENT** Application Form / Interview / Presentation / References etc.
1. EDUCATION & QUALIFICATIONS	Good Honours Degree Qualified Teacher Status.	Further postgraduate study/ qualification relevant to post.	Application
2. PROFESSIONAL DEVELOPMENT	Evidence of recent personal professional development.	Experience of leading Inservice activities for others. Experience of participating in ESTYN inspections.	Application Selection process
3. RELEVANT EXPERIENCE	Extensive pastoral experience in a secondary school setting.	Safeguarding experience. Experience of leading and managing staff Leadership and management of a whole school initiative, in a secondary school setting. Experience of working with parents and other agencies. Experience of delivering or planning alternative curriculum opportunities.	Application Supporting statement Selection process

4. LEADERSHIP	Capacity to motivate and inspire and to provide creative and enriching leadership. Ability to clearly articulate a strong vision to all members of a team. Good knowledge and understanding of current key national priorities (i.e., Curriculum for Wales, ALN Reforms). Ability to develop practical and creative systems and processes to enhance school improvement in the area of pastoral leadership. Commitment to sustained school improvement and a desire to enhance provision for all pupils and staff.		
5. TEACHING AND LEARNING	Evidence of outstanding practice in the classroom. Experience of using data to enhance attainment and achievement.	Awareness of the way in which developing technologies can impact upon teaching, learning and leadership. Experience of quality assurance and the monitoring and evaluation of the quality of teaching & learning.	Supporting statement Selection process References
6. LEADING AND MANAGING STAFF	Ability to lead and manage decisively with a caring and collaborative ethos. Ability to identify and develop strengths in individuals, groups, and systems.		Supporting statement Selection process References

7. DEVELOPING STAFFA NDWORKING WITH OTHERS	Effective communicator. Ability to establish professional working relationships with all members of the school community. Commitment to professional standards of fairness, understanding and integrity, and to role model this to others.	Success in fostering parental support for students' learning, attendance and behaviour. Leadership of professional development of staff.	Supporting statement Selection process References
8. PERSONAL QUALITIES AND ATTRIBUTES	Good emotional intelligence. Resilient and ability to work under pressure to meet deadlines and manage change Innovative. Creative thinker with an enthusiastic, energetic, and self-motivating Intellectually versatile perceptive. Able to prioritise and delegate as circumstances required.	Welsh speaking.	Supporting statement Selection process references
9. SAFEGUARDING	Committed to safeguarding and promoting the welfare of all children, young people and staff. An understanding of the Wales Safeguarding Procedures and current Welsh Government guidance.	Level 3 Safeguarding Training. Experience in the role of DSL.	Supporting statement Selection process References
10. OTHER REQUIREMENTS	Empathy with the Welsh Language and Culture.	Fluent in Welsh language.	