Proffil Swydd/Job Profile

Teitl y Swydd – Pennaeth Mathemateg
Post Title – Head of Mathematics

Adran	Addysg
Department	Education

Is-Adran/Adain	Ffederasiwn Bryngwyn & Glan Y Mor
Division/Section	Federation of Schools Bryngwyn & Glan Y Mor
Lleoliad/Location	Glan Y Mor

Gradd/Grade	MPS/UPS and TLR2b

Rhif y Swydd/Post Number	006170

Paratowyd Gan/Prepared By	Mr Robert Jones

Dyddiad/Date	Ebrill / April 2026

Prif Ddiben y Swydd

• O dan gyfarwyddyd rhesymol y Pennaeth, cyflawni dyletswyddau proffesiynol athro ysgol fel y nodir yn y Ddogfen Cyflog ac Amodau Athrawon Ysgol gyfredol (STPCD).
• Codi safonau cyrhaeddiad a chyflawniad disgyblion o fewn y maes cwricwlwm cyfan a monitro a chefnogi cynnydd disgyblion
• Cydweithio ar draws y ffederasiwn i godi/cynnal safonau
• Bod yn atebol am gynnydd a datblygiad disgyblion o fewn y maes pwnc.
• Datblygu a gwella arferion addysgu eraill.
• Sicrhau darpariaeth o gwricwlwm priodol eang, cytbwys, perthnasol a gwahaniaethol ar gyfer disgyblion sy'n astudio yn yr adran, yn unol ag amcanion yr ysgol a'r polisïau cwricwlaidd a bennir gan y Corff Llywodraethol a Phennaeth yr ysgol.
• Bod yn atebol am arwain, rheoli a datblygu'r maes pwnc/cwricwlwm.
• Rheoli a defnyddio staff addysgu/cymorth, adnoddau ariannol a ffisegol yn yr adran yn effeithiol

Prif dasgau/cyfrifoldebau

Addysgu
• Ymgymryd â rhaglen briodol o addysgu yn unol â dyletswyddau athro graddfa safonol.
• Cyflawni holl ddyletswyddau athro fel y nodir yn y Disgrifiad Swydd - Athro.

Gweithredol/Strategol Cynllunio
• Arwain datblygiad meysydd llafur, adnoddau, cynlluniau gwaith, polisïau marcio, asesu a strategaethau addysgu a dysgu yn yr adran.
• Bod yn gyfrifol am reoli, rheoli a gweithredu darpariaeth cyrsiau o ddydd i ddydd gyda'r adran, gan gynnwys lleoli staff ac adnoddau ffisegol yn effeithiol.
• Monitro a dilyn cynnydd disgyblion yn weithredol.
• Gweithredu Polisïau a Gweithdrefnau Ysgol, e.e. Cyfle Cyfartal, Iechyd a Diogelwch, ac ati.
• Gweithio gyda chydweithwyr i lunio nodau, amcanion a chynlluniau strategol ar gyfer yr adran sydd â chydlyniad a pherthnasedd i anghenion disgyblion ac i nodau, amcanion a chynlluniau strategol yr Ysgol.
• Arwain a rheoli cynllunio datblygiad yr adran, a sicrhau bod gweithgareddau cynllunio'r adran yn adlewyrchu anghenion y disgyblion o fewn y maes pwnc, nodau ac amcanion yr Ysgol a blaenoriaethau'r CDY.
• Ar y cyd â'r staff TGCh i ddatblygu'r defnydd cytunedig o TGCh.
• Sicrhau bod Polisïau ac arferion Iechyd a Diogelwch, gan gynnwys Asesiadau Risg, yn cael eu diweddaru lle bo angen, mewn cysylltiad â Rheolwr Iechyd a Diogelwch yr Ysgol.

Cwricwlwm Darpariaeth

• Cydgysylltu â'r aelod priodol o'r UDA i sicrhau y cyflwynir rhaglen gwricwlaidd briodol, gynhwysfawr, cost-effeithiol o ansawdd uchel sy'n ategu'r Cynllun Datblygu Ysgol a hunanwerthusiad yr ysgol.
• Bod yn atebol am ddatblygiad a chyflwyniad yr holl gyrsiau di-arholiad ac arholiad yn yr Adran.
• Cynnal cynlluniau gwaith cyfoes.
• Hyrwyddo, cefnogi a datblygu'r ffrwd Gymraeg/dwyieithog yn CA3/4

Cwricwlwm Datblygiad

• Arwain datblygiad cwricwlwm yr adran gyfan.
• Cadw'n gyfoes â datblygiadau cenedlaethol yn y maes pwnc ac arferion addysgu a methodoleg a'u lledaenu i'r staff.
• Monitro'n weithredol ac ymateb i ddatblygiad cwricwlwm a mentrau ar lefelau cenedlaethol, rhanbarthol a lleol a'u rhannu gyda staff.
• Bod yn gyfrifol am asesu ar draws pob cyfnod, olrhain a monitro gan gynnwys cymedroli mewn Mathemateg a Rhifedd
• Cydgysylltu â'r Swyddog Arholiadau i gynnal achrediad gyda'r cyrff arholi a dilysu perthnasol.
• Bod yn gyfrifol am ddatblygu rhifedd, llythrennedd, llythrennedd digidol a sgiliau ehangach yr Adran.

Staffio

• Gweithio gyda'r aelod perthnasol o'r UDA i sicrhau bod anghenion datblygu staff yn cael eu nodi a bod rhaglenni priodol yn cael eu cynllunio i ddiwallu anghenion o'r fath.

Datblygu Staff

• Bod yn gyfrifol am leoli unrhyw dechnegwyr/staff cymorth a all weithio yn yr Adran yn effeithlon ac effeithiol.

Recriwtio/Defnydd o staff

• Cynnal Adolygiad(au) Datblygiad Proffesiynol.
• Gwneud trefniadau priodol ar gyfer gwaith dosbarthiadau pan fo staff yn absennol, gan sicrhau cyflenwad priodol o fewn yr adran gan gysylltu â'r Goruchwylydd Cyflenwi/staff perthnasol.
• Cymryd rhan yn y broses gyfweld ar gyfer swyddi addysgu pan fo angen a sicrhau anwytho staff newydd yn effeithiol yn unol â gweithdrefnau'r Ysgol.
• Hyrwyddo gwaith tîm ac ysgogi staff i sicrhau perthnasoedd gwaith effeithiol.
• Bod yn gyfrifol am reoli staff o ddydd i ddydd a gweithredu fel model rôl cadarnhaol.
• Cynnal cyfarfodydd adrannol rheolaidd i drafod addysgu a dysgu.
• Lle bo'n briodol, monitro ANG yn yr adran.

Sicrhau Ansawdd

• Sicrhau gweithrediad effeithiol systemau rheoli ansawdd.
• Gosod targedau o fewn yr adran a gweithio tuag at eu cyflawni.
• Sefydlu safonau arfer cyffredin o fewn yr adran a datblygu effeithiolrwydd arddulliau addysgu a dysgu.
• Cyfrannu at weithdrefnau'r Ysgol ar gyfer arsylwi gwersi.
• Cyfrannu at weithdrefnau ansawdd yr Ysgol a sicrhau bod safonau uchel o addysgu, dysgu ac asesu yn cael eu cynnal o fewn yr adran.
• Monitro a gwerthuso maes/adran y cwricwlwm yn unol â gweithdrefnau cytunedig yr Ysgol, gan gynnwys gwerthuso yn erbyn safonau ansawdd a meini prawf perfformiad.
• Ceisio/gweithredu addasiadau a gwelliannau lle bo angen.
• Sicrhau bod gweithdrefnau ansawdd yr Adran yn cwrdd â gofynion yr Hunan Arfarnu a'r Cynllun Datblygu Ysgol.

Rheolaeth Gwybodaeth

• Sicrhau y cedwir gwybodaeth gywir a chyfredol am yr adran.
• Defnyddio dadansoddi a gwerthuso'r data perfformiad a ddarparwyd.
• Nodi a chymryd camau priodol ar faterion sy'n codi o ddata, systemau ac adroddiadau, gosod terfynau amser lle bo angen ac adolygu cynnydd ar y camau a gymerwyd.
• Cynhyrchu adroddiadau ar berfformiad arholiadau, gan gynnwys y defnydd o ddata gwerth ychwanegol.
• Ar y cyd â'r aelod perthnasol o'r UDRh i reoli casgliad data'r Adran.
• Darparu gwybodaeth berthnasol am berfformiad a datblygiad yr Adran i'r Pennaeth a'r Corff Llywodraethol.
• Darparu gwybodaeth am gofrestriadau arholiadau o fewn yr adran.

Cyfathrebu

• Sicrhau bod holl aelodau'r adran yn gyfarwydd â'i nodau a'i hamcanion.
• Sicrhau cyfathrebu/ymgynghori effeithiol fel sy'n briodol gyda rhieni disgyblion.
• Cydgysylltu ag ysgolion partner, addysg uwch, diwydiant, Byrddau Arholi, Cyrff Dyfarnu, pan fo'n berthnasol.
• Cynrychioli barn a buddiannau'r Adran.

Cyswllt

• Cyfrannu at weithgareddau cyswllt a marchnata'r Ysgol e.e. casglu deunydd ar gyfer datganiadau i'r wasg.
• Arwain datblygiad cysylltiadau pynciol effeithiol gyda phartneriaid ac asiantaethau eraill a hyrwyddo'r pwnc yn effeithiol mewn Diwrnodau Agored/Nosweithiau a digwyddiadau eraill.

Rheoli Adnoddau

• Rheoli'r adnoddau sydd ar gael o ran gofod, staff, arian ac offer yn effeithlon, gan gynnwys defnyddio cyllideb yr adran, gweithredu fel deilydd canolfan gost, archebu, trefnu a chynnal a chadw offer a stoc, a chadw cofnodion priodol.

• Gweithio gyda'r aelod perthnasol o'r UDA i sicrhau bod ymrwymiadau addysgu'r Adran yn cael eu hamserlennu a'u hystafelloedd yn effeithiol ac effeithlon.

System Fugeiliol

• Monitro a chefnogi cynnydd a datblygiad cyffredinol disgyblion o fewn yr adran.

• Monitro presenoldeb disgyblion ynghyd â chynnydd a pherfformiad disgyblion mewn perthynas â thargedau a osodwyd ar gyfer pob unigolyn; sicrhau y cedwir at weithdrefnau dilynol a bod camau priodol yn cael eu cymryd lle bo angen.

• Gweithredu fel Tiwtor Dosbarth a chyflawni'r dyletswyddau sy'n gysylltiedig â'r rôl honno fel yr amlinellir yn y disgrifiad swydd generig.

• Cyfrannu at ABCh, Heriau Sgiliau, Dinasyddiaeth a Menter a rhaglenni ysgol gyfan eraill.

• Sicrhau bod y system Rheoli Ymddygiad yn cael ei gweithredu yn yr adran fel bod dysgu effeithiol yn digwydd.

Cyfle Cyfartal

• Wrth gynllunio'r cwricwlwm a chynlluniau gwaith i werthfawrogi amrywiaeth a hyrwyddo cyfle cyfartal.

Dyletswyddau ychwanegol

• Chwarae rhan lawn ym mywyd cymuned yr ysgol a chefnogi cenhadaeth ac ethos yr Ysgol ac annog staff a disgyblion i ddilyn yr esiampl hon.

• Cydlynu a rheoli'n effeithiol y defnydd o Gynorthwywyr Cymorth Dysgu ar draws yr adran.

• Cael y wybodaeth ddiweddaraf a sicrhau cydymffurfiaeth â pholisïau a gweithdrefnau Iechyd a Diogelwch fel y maent yn berthnasol i'r adran.

Dyletswyddau penodol eraill

•Hyrwyddo polisïau ysgol yn weithredol.

•Parhau â datblygiad personol fel y cytunwyd.

•Cymryd rhan weithredol yn y broses adolygu perfformiad.

• Ymgymryd ag unrhyw ddyletswydd arall fel y nodir gan STPCB nas crybwyllir yn yr uchod.

•Tra bod pob ymdrech wedi ei wneud i egluro prif ddyletswyddau a chyfrifoldebau'r swydd, efallai na fydd pob tasg unigol yn cael ei nodi.

•Bydd disgwyl i staff gydymffurfio ag unrhyw gais rhesymol i wneud gwaith ar lefel debyg nad yw wedi'i nodi yn y disgrifiad swydd hwn.

•Bydd yr Ysgol yn ymdrechu i wneud unrhyw addasiadau rhesymol angenrheidiol i'r swydd a'r gwaith amgylchedd i alluogi mynediad at gyfleoedd cyflogaeth i ymgeiswyr

anabl am swyddi neu gyflogaeth barhaus i unrhyw weithiwr sy'n datblygu cyflwr sy'n anablu.

Mae'r disgrifiad swydd yn gyfredol, ond yn dilyn ymgynghori â chi, gellir ei newid i adlewyrchu neu ragweld newidiadau yn y swydd sy'n gymesur â'r cyflog a theitl y swydd.

Yn gyfrifol am staff/offer
Staff addysgu a phersonél perthnasol eraill o fewn yr adran.
Yn atebol i
Aelod dynodedig o'r UDA

Meini Prawf Hanfodol

Cymwysterau, Hyfforddiant galwedigaethol ac Aelodaeth Broffesiyno

SAC (Statws Athro Cymwysedig)

CGA (Cyngor y Gweithlu Addysg) Cofrestru

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

Ymarferydd dosbarth rhagorol gyda hanes o ymarfer ystafell ddosbarth effeithiol ac arweinydd ysbrydoledig gyda phrofiad arwain profedig i arwain RVE, RS (a Chymdeithaseg) ar draws yr ystod oedran a gallu.

Tystiolaeth dda o ddatblygiad ac arfer proffesiynol diweddar a/neu berthnasol o fewn ysgol uwchradd.

Meddu ar wybodaeth gadarn o'r manylebau a'r dogfennau cwricwlwm perthnasol ar gyfer pob oedran gan gynnwys TGAU ac unrhyw raglenni astudio amgen neu gysylltiedig.

Arwain darpariaeth cwricwlwm TGAU yn CA4.

Cefnogi datblygiad sgiliau trawsgwricwlaidd a sgiliau ehangach.

Gwybodaeth

Ymrwymiad i gymryd rhan mewn diwylliant agored, gonest a thrylwyr o Hunan Werthuso Adrannol a Sicrhau Ansawdd. Dangos hyder wrth ddefnyddio data i osod targedau, rhagweld tueddiadau a monitro rheolaeth perfformiad cydweithwyr a chynnydd disgyblion.

Meddu ar sgiliau rhyngbersonol ardderchog a'r gallu i arwain tîm effeithiol o ymarferwyr a gweithio gydag eraill fel rhan o dîm.

Mae'n cyfleu'n glir ddealltwriaeth o egwyddorion dysgu, addysgu ac asesu o safon mewn Astudiaethau Crefyddol, RVE (a Chymdeithaseg) ar draws yr ystod oedran a gallu.

Dealltwriaeth o sut i farchnata a hyrwyddo cyflawniadau holl ddisgyblion yr adran.

Dealltwriaeth glir o strategaethau ar gyfer gwahaniaethu, Asesu ar gyfer Dysgu, mynediad at amrywiaeth a rheoli ymddygiad yn dda.

Dealltwriaeth glir o sut y gall Bryngwyn ddatblygu ymhellach fel ysgol sy'n perfformio'n dda gan gynnwys hyrwyddo dwyieithrwydd, sgiliau allweddol, ymestyn disgyblion MAT a dealltwriaeth o Gymhwyster Bagloriaeth Cymru.

Yn deall ac yn gwybod sut i gynnwys rhieni a rhanddeiliaid allweddol eraill yng nghynnydd a datblygiad dysgu pobl ifanc.

Arwain gwelliant adrannol trwy gynllunio datblygiad effeithiol a'i weithrediad.

Ymwybyddiaeth o'r Fframwaith Llythrennedd, Rhifedd a Digidol a phwysigrwydd datblygu sgiliau trosglwyddadwy.

Ymwybyddiaeth o natur ddeinamig addysgu RVE, AC (a Chymdeithaseg) mewn perthynas â blaenoriaethau cenedlaethol a lleol, gan gynnwys ei le yn y cwricwlwm mewn perthynas â Maes Dysgu a Phrofiad y Dyniaethau a'r agenda Dyfodol Llwyddiannus ehangach.

Rhinweddau personol

Gallu profedig i ysbrydoli, ysgogi a herio disgyblion a chydweithwyr.

Sgiliau rhyngbersonol a chyfathrebu rhagorol.

Yn hawdd mynd atynt ac yn gweithio'n dda mewn partneriaeth ag eraill. Yn meddu ar ragolygon cadarnhaol ac yn awyddus i ymchwilio ac arwain datblygiadau arloesol ar y cyd â'r adran ac yn ceisio gwelliant yn barhaus.

Perthnasu'n dda â chydweithwyr, pobl ifanc a'u rhieni.

Yn dangos brwdfrydedd dros y defnydd o'r Iaith Gymraeg a hyrwyddo dwyieithrwydd yn yr ysgol.

Yn dangos tystiolaeth o uchelgais i symud ymlaen trwy ddatblygiad personol a phroffesiynol parhaus.

Y gallu i gynllunio, blaenoriaethu a chwrdd â therfynau amser

Cofnod presenoldeb a phrydlondeb rhagorol.

Wedi ymrwymo i wneud cyfraniad llawn i fywyd allgyrsiol ysgol Bryngwyn. Bod yn awyddus i weithio gyda myfyrwyr y tu hwnt i ffiniau'r ystafell ddosbarth.

Y gallu i chwarae rhan allweddol wrth gefnogi staff eraill i ddatblygu ymhellach ddull colegol a chydweithredol o weithio ar draws yr adran gyfan.

Ymrwymiad i hyrwyddo rhagoriaeth ar draws y ffederasiwn a pharodrwydd i weithio ar draws y ddau gampws pan fo angen.

Sgiliau Iaith /Cyfathrebu

Cliciwch ar y ddolen - Pa lefel ydych chi?

Cymraeg	**Sgiliau Llafar Lefel 1**	**Sgiliau Ysgrifennu Lefel 1**
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**

UNRHYW WYBODAETH ARALL

Cyflawni dyletswyddau ar draws y Ffederasiwn ar gais y Corff Llywodraethol.

Main Purpose of Job

- Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).
- To raise standards of pupil attainment and achievement within the whole curriculum area and to monitor and support pupil progress
- To work collaboratively across the federation to raise/maintain standards
- To be accountable for pupil progress and development within the subject area.
- To develop and enhance the teaching practice of others.
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for pupils studying in the department, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school.
- To be accountable for leading, managing and developing the subject/curriculum area.
- To effectively manage and deploy teaching/support staff, financial and physical resources within the department

Key responsibilities

Teaching:		• To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher. • To fulfil all the duties of a teacher as set out in the Job Description - Teacher.
Operational/ **Strategic** **Planning**		• To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department. • To be responsible for the day-to-day management, control and operation of course provision with the department, including effective deployment of staff and physical resources. • To actively monitor and follow up pupil progress. • To implement School Policies and Procedures, e.g. Equal Opportunities, Health and Safety, etc. • To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of pupils and to the aims, objectives and strategic plans of the School. • To lead and manage development planning in the department, and to ensure that the planning activities of the department reflect the needs of pupils within the subject area, the aims and objectives of the School and the priorities in the SDP. • In conjunction with the ICT staff to develop the agreed application of ICT. • To ensure that Health and Safety Policies and practices, including Risk Assessments, are updated where necessary, in liaison with the School's Health and Safety Manager.

Curriculum Provision:		• To liaise with the appropriate member of SLT to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Development Plan and school self-evaluation. • To be accountable for the development and delivery of all non-examination and examination courses in the Department. • To maintain up-to-date schemes of work. • Promote, support and develop the Welsh speaking/bilingual stream in KS3/4
Curriculum Development:		• To lead curriculum development for the whole department. • To keep up to date with national developments in the subject area and teaching practice and methodology and disseminate to staff. • To monitor actively and respond to curriculum development and initiatives at national, regional and local levels and to share with staff. • To be responsible for assessment across all phases, tracking and monitoring including moderation in Mathematics and Numeracy. • To liaise with the Examination Officer to maintain accreditation with the relevant examination and validating bodies. • To be responsible for the development of numeracy, literacy, digital literacy and the wider skills in the Department.
<u>Staffing</u> **Staff Development:** **Recruitment/ Deployment of staff**		• To work with the relevant member of the SLT to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs. • To be responsible for the efficient and effective deployment of any technicians/support staff that may work in the Department. • To undertake Professional Development Review(s). • To make appropriate arrangements for work for classes when staff are absent, ensuring appropriate cover within the department liaising with the Cover Supervisor/relevant staff. • To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with School procedures. • To promote teamwork and to motivate staff to ensure effective working relationships. • To be responsible for the day-to-day management of staff and act as a positive role model. • To hold regular departmental meetings to discuss teaching and learning. • When appropriate, to monitor NQTs in the department.

Quality Assurance:		• To ensure the effective operation of quality control systems. • To set targets within the department and to work towards their achievement. • To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles. • To contribute to the School procedures for lesson observation. • To contribute to the School quality procedures and to ensure that high standards of teaching, learning and assessment are maintained within the department. • To monitor and evaluate the curriculum area/department in line with agreed School procedures, including evaluation against quality standards and performance criteria. • To seek/implement modification and improvement where required. • To ensure that the Department's quality procedures meet the requirements of Self Evaluation and the School Development Plan.
Management Information:		• To ensure the maintenance of accurate and up-to-date information concerning the department. • To make use of analysis and evaluate performance data provided. • To identify and take appropriate action on issues arising from data, systems and reports, setting deadlines where necessary and reviewing progress on the action taken. • To produce reports on examination performance, including the use of value-added data. • In conjunction with the relevant member of SMT to manage the Department's collection of data. • To provide the Headteacher and Governing Body with relevant information relating to the Departmental performance and development. • To provide information on examination entries within the department.
Communication		• To ensure that all members of the department are familiar with its aims and objectives. • To ensure effective communication/consultation as appropriate with the parents of pupils. • To liaise with partner schools, higher education, industry, Examination Boards, Awarding Bodies, when relevant. • To represent the Department's views and interests.
Liaison:		• To contribute to the School liaison and marketing activities e.g. the collection of material for press releases. • To lead the development of effective subject links with partners and other agencies and the effective promotion of the subject at Open Days/Evenings and other events.

Management of Resources:		• To manage the available resources of space, staff, money and equipment efficiently, including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records. • To work with the relevant member of SLT to ensure that the Department's teaching commitments are effectively and efficiently time-tabled and roomed.
Pastoral System:		• To monitor and support the overall progress and development of pupils within the department. • To monitor pupil attendance together with pupils' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary. • To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description. • To contribute to PSE, SKills Challenges, Citizenship and Enterprise and other whole school programmes. • To ensure the Behaviour Management system is implemented in the department so that effective learning can take place.
Equal Opportunities:		• In planning the curriculum and schemes of work to value diversity and promote equality of opportunity.
Additional duties:		• To play a full part in the life of the school community and to support the School's mission and ethos and to encourage staff and pupils to follow this example. • To coordinate and manage effectively the use of Learning Support Assistants across the department. • To keep up to date with and ensure compliance of Health and Safety policies and procedure as they apply to the department.
Other specific duties:		• To promote actively school policies. • To continue personal development as agreed. • To engage actively in the performance review process. • To undertake any other duty as specified by STPCB not mentioned in the above. • Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. • Staff will be expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description. • The School will endeavour to make any necessary reasonable adjustments to the job and the working

		environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
		• The job description is current, but following consultation with you, may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Responsible for staff/equipment
Teaching staff and other relevant personnel within the department.
Reporting to
Designated member of SLT

Essential Criteria

Qualifications, Vocational training and Professional Memberships

QTS (Qualified Teacher Status)

EWC (Education Workforce Council) Registration

Job Related Skills, Competencies and Experience

An excellent classroom practitioner with a track record of effective classroom practice and inspiring leader with proven leadership experience to lead RVE, RS (& Sociology) across the age and ability range.

Good evidence of recent and/or relevant professional development and practice within a secondary school.

Has a sound knowledge of the relevant specifications and curriculum documents for all ages including GCSE and any alternative or related programmes of study.

To lead curriculum provision at GCSE in KS4.

To support the development of cross curriculum skills and wider skills.

Knowledge

A commitment to participating in an open honest and rigorous culture of Departmental Self Evaluation and Quality Assurance. Display confidence in using data to set targets, forecast trends and monitor the performance management of colleagues and progress of pupils.

Has excellent interpersonal skills and the ability to lead an effective team of practitioners and work with others as part of a team.

Clearly articulates an understanding of the principles of quality learning, teaching and assessment in RS, RVE (& Sociology) across the age and ability range.

Understanding of how to market and promote the achievements of all pupils within the department.

A clear understanding of strategies for differentiation, Assessment for Learning, diversity access and good behaviour management.

A clear understanding of how Bryngwyn can further develop as a high performing school including the promotion of bilingualism, key skills, extension of MAT pupils and an understanding of the Welsh Baccalaureate Qualification.

Understands and knows how to involve parents and other key stakeholders in the progress and development of young people's learning.

To lead departmental improvement through effective development planning and its implementation.

Awareness of the Literacy, Numeracy and Digital Framework and the importance of developing transferable skills.

Awareness of the dynamic nature of teaching RVE, RS (and Sociology) in relation to national and local priorities, including its place in the curriculum in regard to the Humanities AoLE and wider Successful Futures agenda.

Personal qualities
A proven ability to inspire, motivate and challenge pupils and colleagues. Excellent interpersonal and communication skills. Is approachable and works well in partnership with others. Has a positive outlook and is keen to research and lead innovative developments in conjunction with the department and continually seeks improvement. Relates well to colleagues, young people and their parents. Demonstrates enthusiasm for the use of the Welsh Language and the promotion of bilingualism in the school. Shows evidence of ambition to progress through continued personal and professional development. An ability to plan, prioritise and meet deadlines Excellent attendance and punctuality record. Is committed to making a full contribution to the extra-curricular life of Bryngwyn school. To be keen to work with students beyond the confines of the classroom. Ability to play a key role in supporting other staff in further developing a collegiate and collaborative approach to working across the whole department. A commitment to promoting excellence across the federation and a willingness to work across the two campuses when required.

Language and Communication Skills

Click on the link What level are you?

Welsh	**Spoken Level 1**	**Written level 1**
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**

ANY OTHER INFORMATION
To carry out duties across the Federation at the request of the Governing Body.