Trellech Primary School

'Nurture, Inspire, Achieve'

Post Title:	HEADTEACHER
Contract type:	Permanent
Post ID:	L23010001
Grade:	Teachers' Pay Scale Leadership L13-L19
Hours:	Full-time - 32.5
Salary:	£64,540 – £74,796 per annum
Location:	Trellech Primary School
Start Date:	January 2025
Work Pattern:	Monday to Friday in accordance with the School Teachers' Pay and Conditions Document
Disclosure and Barring Service (DBS) check:	Appointment to this post is exempt from the Rehabilitation of Offenders Act and is subject to and Enhanced with Children Barred List Check
Welsh Language:	Welsh language skills are desirable
Safeguarding:	Child and Adult Protection are key priorities for the School and Council. We aim to support children and adults at risk to be as safe as they can and to fulfil their potential. You are responsible for playing your part in the well-being, safety and protection of children and adults at risk. You will have a responsibility to participate in training to the appropriate level of safeguarding and have a duty to fulfil your personal responsibilities for safeguarding.

As Governors, we are looking for an exceptional Head Teacher with a clear vision, well developed and inspirational leadership qualities. With a firm commitment to build upon our strengths and successes.

There is something very special about '**Team Trellech'.** Collectively we create a safe, happy and vibrant school, taking advantage of our rural location to enhance learning opportunities.

The successful candidate will:

have passion to ensure that every child succeeds

be empathetic

inspirational

approachable

have great communication skills

be a team player

have effective partnership and networking skills

'Nurture, Inspire and Achieve'.

Pupils are looking for someone who has the following qualities:

firm but fair

sportsmanship

trustworthiness

encourages friendships

team working abilities

listen and be open and hear us

help one another

In their eyes, the perfect Headteacher would be Mary Poppins and Commando Joe rolled into one!

Key dates

School visits:	Tuesday 24th September 2024 (afternoon)
	Candidates are encouraged to visit the school. Please contact the school directly on 01600 860395 to arrange this.
Closing date:	Friday, 27th September 2024 (midday)
1st Stage Shortlisting:	Tuesday, 1st October 2024
Interview dates:	Monday, 7th October 2024 and Tuesday, 8th October 2024

Should you require any further information regarding this post, please contact:
Chair of Governors Will Hockey via: HockeyW5@hwbcymru.net

Previous applicants will be considered and need not reapply

Thank you for your interest in this post.

What else you need to know - Monmouthshire County Council values:

- Our purpose is underpinned by a clear sense of who we are as an organisation. We expect people who work with us to share a strong value set and expect that these are evident in the ways in which we work and engage with our communities.
- Teamwork: We will work with you and our partners to support and inspire everyone to get involved. We will make the best of the ideas, and resources available to make sure we do the things that most positively impact our people and places.
- Openness: We are open and honest. People have the chance to be involved and tell us what matters.
- Flexibility: We are flexible, enabling delivery of the most effective and efficient services. This means a genuine commitment to working with everyone to embrace new ways of working.
- Fairness: We provide opportunities for people and communities to thrive. We will always try to treat everyone fairly and consistently.
- Kindness: We will show kindness to all those we work with, putting the importance of relationships and the connections we have with one another at the heart of all interactions.

Please note that we are not able to accept CVs.

To apply for this post please complete an application form via ETeach:
www.eteach.com/jobs-in-monmouthshire-schools

Applications may be submitted in Welsh, and an application submitted in Welsh will not be treated less favourably than an application submitted in English.

Appointment to this post is exempt from Rehabilitation of Offenders Act and is subject to an Enhanced Disclosure Check.

This post requires registration with the EWC - Education Workforce Council

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.

Monmouthshire County Council is an equal opportunities employer and welcomes applications from all sections of the community.

All posts are open to job-share unless stated otherwise.

Job Description

POST IDENTIFICATION

Post Title:	Headteacher
Grade:	Leadership L13-19
Directorate:	Education
Division:	Schools
Location:	Trellech Primary School, Monmouthshire

INTRODUCTION

This job description complements the standards, values and dispositions identified in the Professional Standards for Teaching and Leadership 2018. The Headteacher will align to, demonstrate and promote the overarching values and dispositions defined within the Professional Standards of:

1) Professional entitlement
2) Welsh language and culture
3) Rights of learners
4) Literacy, numeracy and digital competence
5) The professional learner
6) The system role

The post holder is required to undertake the professional responsibilities of a Headteacher as specified in the School Teachers' Pay and Conditions Document.

JOB PURPOSE

To develop a clear vision for the school, in partnership with all school stakeholders, providing the professional leadership required to enable all staff to support learners achieve their full potential. This should be achieved in accordance with the policies of the governing body, and the priorities set out in both local and national education strategies.

KEY AREAS

Pedagogy

1. Be accountable for supporting the pedagogy of others by creating and sustaining the conditions to realise the four purposes for learners and achieve the best for them in terms of well-being, standards and progress.
2. Be accountable for developing strategies, structures and systems, with all school stakeholders, to ensure that the school is working effectively towards

	realising the school's shared vision and achieving sustained school improvement, to enable the achievement of the four purposes of learning, taking account of national and local circumstances, policies and initiatives.
3.	Motivate and work with others to create and sustain a school ethos and learning environment conducive to effective learning.
4.	Ensure the organisation and delivery of the curriculum and implementation of a range of pedagogic approaches within the school, to support high quality teaching and learning and the delivery of the curriculum in Wales.
5.	Ensure a consistent and continual school wide focus on all learners' wellbeing, experience and achievement, establishing a culture that values learners' views in informing all stages of learning and school experience.
6.	Be responsible for the development of policies and practices, in collaboration with the relevant stakeholders, that promote the Welsh language and culture and that develop learners' bilingual skills as appropriate.
7.	Enable the development of the four purposes for learning through the creation of structures and systems that support planning and emphasise the disciplines of different areas of learning in context, to secure highly effective teaching and learning.
8.	Develop and implement effective systems to monitor and evaluate the impact of learning experiences and learners' progress to bring about sustained improvement.
9.	Demonstrate accountability for learner 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.
10.	Develop inclusive strategies, structures policies and systems, in collaboration with relevant stakeholders, that enable all learners to gain full access to opportunities to achieve and ensure their individual learning needs are met.
11.	Promote and ensure equity in academic, vocational and experiential learning routes.
12.	Develop and articulate a coherent, understandable and accurate account of the school's performance, to a range of partners, including parents and governors, ensuring this incorporates learner wellbeing and progress.
13.	Manage the effective communication and implementation of recommendations arising from reports, including the outcomes of school self-evaluation and external inspection by Estyn, in order to drive and sustain school improvement.
14.	Collaborate with all school stakeholders to build a school climate and learning culture which reflects the richness and diversity of the school's community, including Welsh Language and culture.

** Contribute, as appropriate, to the teaching in the school.*

Collaboration

15.	Establish a climate of mutual support and effective collaboration both within and beyond the school to develop, enhance and share effective pedagogy.
16.	Establish a collaborative learning culture within the school and actively engage with other educational establishments, to build effective learning communities.
17.	Promote and facilitate effective collaboration with employers, business, government and other educational professionals to encourage innovative approaches and support and improve every day practice of the learning organisation.

18.	Establish and build partnerships within school and across schools to share best practice and support school improvement for mutual benefit in terms of high quality and flexible support to develop professional practice.
19.	Work with the governing body, so that it is able to meet its responsibilities in supporting effective learning and teaching and sustained school improvement.
20.	Welcome strong governance and actively support the governing body to understand its role and deliver its functions effectively.
21.	Establish effective and open relationships with parents, carers and the wider local community to actively engage them with learners' wellbeing, experience and progress and ensure the school plays a central role in the community.
22.	Collaborate with other agencies, including the local authority, in providing for wellbeing of learners and their families.
23.	Develop a school-wide commitment to continuous improvement and sustainable development through actively promoting and facilitating collaborative opportunities for all staff, accurately identifying areas of concern and taking appropriate action to support and secure improved performance.

Professional Learning

24.	Create an environment in which professional learning is valued, has impact upon pedagogy and supports professional growth across the learning community within and beyond the school.
25.	Ensure sustained and focused professional learning for all staff, including self-framing professional growth within pedagogic practice, learner experiences and outcomes.
26.	Develop a culture that supports growth and leadership at all levels by developing and nurturing leadership potential in others, and contributing to opportunities available, to build the leadership capacity of the school.
27.	Establish professional networks and communities to enable the school to play an active role in the widest education community contributing to the training of future teachers and other adults who work with learners and developing practice orientated research.

Innovation

28.	Coordinate innovation with all relevant stakeholders, to ensure the school embraces and benefits from evidence-based approaches to innovation aligned to the long-term vision for Wales.
29.	Establish a long-term programme of evidence-based approaches to innovation that aim to meet challenges, manage change and take learning forward effectively to improve wellbeing and outcomes.
30.	Create a culture where expertise, experience and pedagogical practice is continually developed and shared within and across schools.
31.	Develop a culture where evidence derived from innovative practice is used to evaluate the impact of changes, both within and beyond the school community.

Leadership

32.	Work with the school community to bring coherence, clarity and a shared commitment to realising the pedagogical vision, learners, colleagues and the wider community in Wales.
33.	Work with relevant stakeholders to ensure that strategic planning reflects the diversity, values, experience and context of the school and the community at large.
34.	Ensure, with the support and input of the governing body, the school is compliant with all internal, local and national policies.
35.	Create a culture in which others can grow professionally.
36.	Develop and nurture leadership potential in others at all levels to build the leadership capacity of the school and inspire future leaders.
37.	Develop, empower and sustain effective individuals and teams through distributed leadership, encouraging reflective practice.
38.	Build effective networks to share professional knowledge, research and practical expertise that enables both the school and other schools to benefit through mutual collaboration.

Managing the school

39.	Produce and implement clear, evidence-based improvement plans and polices for the development of the school and its facilities, in collaboration with the relevant stakeholders.
40.	With the support of the governing body, manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
41.	Make effective use of the support and challenge provided by the local authority, regional consortium and other relevant bodies.
42.	Work with the governing body to manage the school’s financial and human resources effectively and efficiently to achieve the school’s education priorities and goals.
43.	Monitor, evaluate and review, in collaboration with the governing body, the range, quality and use of all available resources to improve the quality of education for all learners and to secure value for money.
44.	Work with relevant stakeholders to develop and implement strategies that ensure a safe, calm and well-ordered environment for all learners and staff and secure high standards of behaviour and attendance, resulting in successful conditions for learning.

PERSON SPECIFICATION

S = Shortlisting criteria
Please note, shortlisting criteria may also be tested at assessment stage

	ESSENTIAL	DESIRABLE
QUALIFICATION	Qualified teacher status (S) 1 NPQH for new Headteacher (S) 2 Degree (S) 3 Current EWC registration (S) 4	Further qualifications and/or professional studies relevant to the age-range. (S) 13
KNOWLEDGE and EXPERIENCE	Significant recent experience as a Headteacher or Deputy Headteacher of a Primary Proven success in a range of strategic roles including, self-evaluation, data analysis and school improvement planning (S) 5 Knowledge and understanding of the current Welsh Educational context and the National Mission (S) 6 Knowledge of best practice and procedures for safeguarding children and young people Proven experience of monitoring, evaluating and reviewing performance in order to raise achievement for all groups of pupils. Up-to-date knowledge and understanding of what constitutes excellent teaching and learning and how to implement it (S) 7 Knowledge of effective strategies and procedures relating to professional learning and performance review. Successful experience of managing change Experience of building effective relationships with governors, parents and the wider community (S) 8	Experience of health and safety management
SKILLS	Ability to articulate and communicate a clear vision of high	

	ESSENTIAL	DESIRABLE
	quality educational provision for the school (S) 9 Strategic management ability including staff, financial and material resources and planning (S) 10 Ability to lead, manage and motivate staff and pupils to achieve high standards Successful experience of providing for pupils with additional learning needs. Ability to build a strong network of collaborative relationships and partnerships with other schools, education professions and appropriate external organisations (S) 11 Ability to communicate and develop links effectively, both orally and in writing with a range of audiences. (S) 12 High level of personal skill in using and applying information and communication technology (ICT) Good organisational abilities and ability to delegate.	
PERSONAL ATTRIBUTES	The ability to be resilient under pressure and remain positive and enthusiastic. A commitment to continuous professional learning for both self and others A commitment to promote the wellbeing of all members of the school community A commitment to the promotion of the Welsh language and culture Ability to demonstrate sound and balanced judgement, decisiveness and flexibility Integrity, loyalty and empathetic	

	ESSENTIAL	DESIRABLE
OTHER REQUIREMENTS	This post is exempt from the Rehabilitation of Offenders Act (1974) and a comprehensive screening process will be undertaken on all applicants. This will include an enhanced with barred list check with the Disclosure and Barring Service (DBS). Appointment to this post will be subject to 2 suitable written references. Understand and demonstrate a willingness to promote positively the equal opportunities policy of The Council	

Ysgol Gynradd Tryleg

'Annog, ysbrydoli, cyflawni'

Teitl y Swydd:	Y PENNAETH
Math o Gontract:	Parhaol
RHIF ADNABOD Y SWYDD:	L23010001
Gradd:	Arweinyddiaeth Graddfa Gyflog Athrawon L13-L19
Oriau:	Llawn amser - 32.5
Cyflog:	£64,540 – £74,796 y flwyddyn
Lleoliad:	Ysgol Gynradd Tryleg
Dyddiad Cychwyn:	Ionawr 2025
Patrwm Gwaith:	Dydd Llun i Ddydd Gwener yn unol â Dogfen Gyflog ac Amodau Athrawon Ysgol.
Gwiriad Gwasanaeth Datgelu a Gwahardd:	Mae penodiad i'r swydd hon wedi'i heithrio o'r Ddeddf Adsefydlu Troseddwyr ac mae'n amodol ar Wiriad Datgelu a Gwahardd Manwl a Gwiriad Rhestr Wedi'i Wahardd o Blant
Y Gymraeg:	Mae sgiliau yn y Gymraeg yn ddymunol.
Diogelu:	Mae Diogelu Plant ac Oedolion yn flaenoriaethau allweddol i'r Ysgol a'r Cyngor. Ein nod yw cefnogi plant ac oedolion sydd mewn perygl i fod mor ddiogel ag y gallant ac i gyflawni eu potensial. Chi sy'n gyfrifol am chwarae eich rhan yng ngwaith lles, diogelu ac amddiffyn plant ac oedolion sydd mewn perygl. Bydd gennych gyfrifoldeb i gymryd rhan mewn hyfforddiant i'r lefel briodol o ddiogelu ac mae gennych ddyletswydd i gyflawni eich cyfrifoldebau personol o ran diogelu.

Fel Llywodraethwyr, rydym yn chwilio am Bennaeth eithriadol gyda gweledigaeth glir, a rhinweddau arweinyddiaeth sydd wedi'u datblygu'n dda ac sy'n ysbrydoledig. Gydag ymrwymiad cadarn i adeiladu ar ein cryfderau a'n llwyddiannau.

Mae rhywbeth arbennig iawn am '**Tîm Tryleg'.** Gyda'n gilydd rydym yn creu ysgol ddiogel, hapus a bywiog, gan fanteisio ar ein lleoliad gwledig i wella cyfleoedd dysgu.

Bydd yr ymgeisydd llwyddiannus:

yn angerddol dros sicrhau bod pob plentyn yn llwyddo

ag empathi

yn ysbrydoledig

yn gyfeillgar

yn meddu ar sgiliau cyfathrebu gwych

yn chwaraewr tîm

yn meddu ar sgiliau partneriaeth a rhwydweithio effeithiol

'Annog, ysbrydoli a chyflawni'.

Mae'r disgyblion yn chwilio am rywun sydd â'r rhinweddau canlynol:

yn gadarn ond yn deg

yn dangos sbortsmonaeth

yn ddibynadwy

yn annog cyfeillgarwch

â galluoedd gweithio tîm

yn gwrando a bod yn agored ac yn ein clywed

yn helpu ein gilydd

Yn eu llygaid hwy, y Pennaeth perffaith fyddai Mary Poppins a Commando Joe ill dau mewn un!

Dyddiadau Allweddol

Dyddiad cau: Dydd Gwener, 27 Medi 2024 (hanner dydd)

Ymweliadau ysgol: Dydd Mawrth 24 Medi 2024

Anogir ymgeiswyr i ymweld â'r ysgol. Cysylltwch â'r ysgol yn uniongyrchol ar 01600 860395 i drefnu hyn.

Cam 1af creu'r rhestr fer: Dydd Mawrth, 1 Hydref 2024

Dyddiadau'r cyfweliadau: Dydd Llun, 7 Hydref 2024 a dydd Mawrth, 8 Hydref 2024

Os ydych am gael unrhyw wybodaeth bellach am y rôl hon, mae croeso i chi gysylltu â'r canlynol:
Cadeirydd y Llywodraethwyr Will Hockey ar HockeyW5@hwbcymru.net.

Bydd ymgeiswyr blaenorol yn cael eu hailystyried ac nid oes angen iddynt ailymgeisio.

Diolch am eich diddordeb yn y swydd hon.

Beth arall sydd angen i chi wybod - gwerthoedd Cyngor Sir Fynwy:

- Mae ein diben yn seiliedig ar ymdeimlad clir o bwy ydym ni fel sefydliad. Rydym yn disgwyl i bobl sy'n gweithio gyda ni rannu set gwerth cryf a disgwyl bod y rhain yn amlwg yn y ffyrdd yr ydym yn gweithio ac yn ymgysylltu â'n cymunedau.
- Gwaith Tîm: Byddwn yn gweithio gyda chi a'n partneriaid i gefnogi ac ysbrydoli pawb i gymryd rhan. Byddwn yn gwneud y gorau o'r syniadau, a'r adnoddau sydd ar gael er mwyn sicrhau ein bod yn gwneud y pethau sy'n cael effaith fwyaf cadarnhaol ar ein pobl a'n lleoedd.
- Bod yn agored: Rydym yn agored ac yn onest. Mae pobl yn cael y cyfle i gymryd rhan a dweud wrthym beth sy'n bwysig.
- Hyblygrwydd: Rydym yn hyblyg er mwyn gallu darparu'r gwasanaethau mwyaf effeithiol ac effeithlon. Mae hyn yn golygu ymrwymiad gwirioneddol i weithio gyda phawb i gofleidio ffyrdd newydd o weithio.
- Tegwch: Rydym yn darparu cyfleoedd i bobl a chymunedau ffynnu. Byddwn bob amser yn ceisio trin pawb yn deg ac yn gyson.
- Caredigrwydd: Byddwn yn dangos caredigrwydd i bawb yr ydym yn gweithio gyda nhw, gan roi pwysigrwydd perthnasoedd a'r cysylltiadau sydd gennym â'n gilydd wrth wraidd pob rhyngweithio.

Gofynnir i chi nodi na allwn dderbyn CVau.

I wneud cais am y swydd hon, cwblhewch ffurflen gais drwy ETeach:
www.eteach.com/jobs-in-monmouthshire-schools

Gellir cyflwyno ceisiadau yn y Gymraeg ac ni chaiff cais a gyflwynir yn y Gymraeg ei drin yn llai ffafriol na chais a gyflwynir yn Saesneg.

Caiff penodiad i'r swydd hon ei eithrio o Ddeddf Adsefydlu Troseddwyr ac mae'n amodol ar Wiriad Datgeliad Estynedig.

Mae'r swydd hon yn gofyn am gofrestru gyda CGA - Cyngor y Gweithlu Addysg

Mae'r Corff Llywodraethu wedi ymrwymo i ddiogelu a hyrwyddo lles plant a phobl ifanc ac mae'n disgwyl i'r holl weithwyr a gwirfoddolwyr rannu'r ymrwymiad hwn.

Mae Cyngor Sir Fynwy yn gyflogwr cyfle cyfartal ac yn croesawu ceisiadau gan bob adran o'r gymuned.

Mae'r holl swyddi'n agored i'w rhannu os na nodir fel arall.

Disgrifiad Swydd

MANYLION ADNABOD SWYDD

Teitl y Swydd:	Pennaeth
Gradd:	Arweinyddiaeth L13-19
Cyfarwyddiaeth:	Addysg
Adran:	Ysgolion
Lleoliad:	Ysgol Gynradd Tryleg, Tryleg, Sir Fynwy

CYFLWYNIAD

Mae'r disgrifiad swydd hwn yn ategu'r safonau, y gwerthoedd a'r tueddiadau a nodwyd yn Safonau Proffesiynol ar gyfer Addysgu ac Arweinyddiaeth 2018. Bydd y Pennaeth yn cyd-fynd â'r gwerthoedd a'r tueddiadau cyffredinol a ddiffinnir o fewn y Safonau Proffesiynol, sef:

7) Hawl proffesiynol
8) Iaith a diwylliant Cymru
9) Hawliau dysgwyr
10) Llythrennedd, rhifedd a chymhwysedd digidol
11) Y dysgwr proffesiynol
12) Rôl y system

Mae'n ofynnol i ddeiliad y swydd ymgymryd â chyfrifoldebau proffesiynol Pennaeth fel y nodir yn Nogfen Gyflog ac Amodau Athrawon Ysgol.

DIBEN Y SWYDD

Datblygu gweledigaeth glir ar gyfer yr ysgol, mewn partneriaeth â holl randdeiliaid yr ysgol, gan ddarparu'r arweinyddiaeth broffesiynol sydd ei hangen i alluogi'r holl staff i gefnogi dysgwyr i gyflawni eu potensial llawn   Dylid cyflawni hyn yn unol â pholisïau'r corff llywodraethu, a'r blaenoriaethau a nodir mewn strategaethau addysg lleol a chenedlaethol.

MEYSYDD ALLWEDDOL

Addysgeg

45. Bod yn atebol am gefnogi addysgeg eraill drwy greu a chynnal yr amodau i wireddu'r pedwar diben i ddysgwyr a chyflawni'r gorau iddynt o ran lles, safonau a chynnydd.
46. Bod yn atebol am ddatblygu strategaethau, strwythurau a systemau, gyda holl randdeiliaid yr ysgol, i sicrhau bod yr ysgol yn gweithio'n effeithiol tuag at wireddu gweledigaeth gyffredin yr ysgol a sicrhau gwelliant parhaus i'r ysgol, er mwyn gallu cyflawni pedwar diben dysgu, gan ystyried amgylchiadau, polisïau a mentrau cenedlaethol a lleol.

47.	Ysgogi a gweithio gydag eraill i greu a chynnal ethos ac amgylchedd dysgu'r ysgol sy'n ffafriol i ddysgu effeithiol.
48.	Sicrhau bod y cwricwlwm yn cael ei drefnu a'i gyflwyno a'i weithredu ystod o ddulliau addysgeg yn yr ysgol, i gefnogi addysgu a dysgu o ansawdd uchel a chyflwyno'r cwricwlwm yng Nghymru.
49.	Sicrhau bod yr ysgol gyfan yn canolbwyntio'n gyson ac yn barhaus ar les, profiad a chyflawniad pob dysgwr, gan sefydlu diwylliant sy'n gwerthfawrogi barn dysgwyr wrth lywio pob cam o ddysgu a phrofiad ysgol.
50.	Bod yn gyfrifol am ddatblygu polisïau ac arferion, ar y cyd â'r rhanddeiliaid perthnasol, sy'n hyrwyddo'r iaith Gymraeg a diwylliant Cymru ac sy'n datblygu sgiliau dwyieithog dysgwyr fel y bo'n briodol.
51.	Galluogi datblygiad y pedwar diben ar gyfer dysgu drwy greu strwythurau a systemau sy'n cefnogi cynllunio a phwysleisio disgyblaethau gwahanol feysydd dysgu yn eu cyd-destun, er mwyn sicrhau addysgu a dysgu hynod effeithiol.
52.	Datblygu a gweithredu systemau effeithiol i fonitro a gwerthuso effaith profiadau dysgu a chynnydd dysgwyr i sicrhau gwelliant parhaus.
53.	Dangos atebolrwydd am les a deilliannau dysgwyr drwy weithio gyda'r holl randdeiliaid perthnasol i sicrhau bod lles a chyflawniad pob dysgwr yn cael ei werthfawrogi a'i fod yn amlwg ym mhob rhan o'r ysgol.
54.	Datblygu strategaethau, strwythurau a systemau cynhwysol, ar y cyd â rhanddeiliaid perthnasol, sy'n galluogi pob dysgwr i gael mynediad llawn at gyfleoedd i gyflawni a sicrhau bod eu hanghenion dysgu unigol yn cael eu diwallu.
55.	Hyrwyddo a sicrhau tegwch mewn llwybrau dysgu academaidd, galwedigaethol a thrwy brofiad.
56.	Datblygu a mynegi disgrifiad cydlynol, dealladwy a chywir o berfformiad yr ysgol, i amrywiaeth o bartneriaid, gan gynnwys rhieni a llywodraethwyr, gan sicrhau bod hyn yn ymgorffori lles a chynnydd dysgwyr.
57.	Rheoli'r gwaith o gyfathrebu a gweithredu argymhellion sy'n deillio o adroddiadau yn effeithiol, gan gynnwys canlyniadau hunanarfarnu ysgolion ac arolygu allanol gan Estyn, er mwyn sbarduno a chynnal gwelliannau i ysgolion.
58.	Cydweithio â holl randdeiliaid yr ysgol i adeiladu hinsawdd ysgol a diwylliant dysgu sy'n adlewyrchu cyfoeth ac amrywiaeth cymuned yr ysgol, gan gynnwys y Gymraeg a diwylliant.

** Cyfrannu, fel y bo'n briodol, at yr addysgu yn yr ysgol.*

Cydweithio

59.	Sefydlu hinsawdd o gyd-gefnogaeth a chydweithio effeithiol o fewn a thu hwnt i'r ysgol i ddatblygu, gwella a rhannu addysgeg effeithiol.
60.	Sefydlu diwylliant dysgu cydweithredol yn yr ysgol ac ymgysylltu'n weithredol â sefydliadau addysgol eraill, er mwyn adeiladu cymunedau dysgu effeithiol.
61.	Hyrwyddo a hwyluso cydweithio effeithiol gyda chyflogwyr, busnesau, y llywodraeth a gweithwyr addysgol proffesiynol eraill i annog dulliau arloesol a chefnogi a gwella arferion bob dydd y sefydliad sy'n dysgu.
62.	Sefydlu ac adeiladu partneriaethau yn yr ysgol ac ar draws ysgolion i rannu arfer gorau a chefnogi gwella ysgolion er budd y naill a'r llall o ran cymorth hyblyg o ansawdd uchel i ddatblygu arfer proffesiynol.
63.	Gweithio gyda'r corff llywodraethu, fel ei fod yn gallu cyflawni ei gyfrifoldebau o ran cefnogi dysgu ac addysgu effeithiol a gwella'r ysgol yn barhaus.
64.	Croesawu llywodraethu cryf a chefnogi'r corff llywodraethu i ddeall ei rôl a chyflawni ei swyddogaethau'n effeithiol.

65.	Sefydlu perthynas effeithiol ac agored gyda rhieni, gofalwyr a'r gymuned leol ehangach i'w cynnwys yn weithredol gyda lles, profiad a chynnydd dysgwyr a sicrhau bod yr ysgol yn chwarae rhan ganolog yn y gymuned.
66.	Cydweithio ag asiantaethau eraill, gan gynnwys yr awdurdod lleol, i ddarparu ar gyfer lles dysgwyr a'u teuluoedd.
67.	Datblygu ymrwymiad ar draws yr ysgol i welliant parhaus a datblygu cynaliadwy drwy fynd ati i hyrwyddo a hwyluso cyfleoedd cydweithredol i'r holl staff, gan nodi meysydd sy'n peri pryder yn gywir a chymryd camau priodol i gefnogi a sicrhau gwell perfformiad.

Dysgu Proffesiynol

68.	Creu amgylchedd lle mae dysgu proffesiynol yn cael ei werthfawrogi, mae'n cael effaith ar addysgeg ac yn cefnogi twf proffesiynol ar draws y gymuned ddysgu o fewn a thu hwnt i'r ysgol.
69.	Sicrhau dysgu proffesiynol parhaus a phenodol i'r holl staff, gan gynnwys hunan-lunio twf proffesiynol o fewn ymarfer addysgeg, profiadau a deilliannau dysgwyr.
70.	Datblygu diwylliant sy'n cefnogi twf ac arweinyddiaeth ar bob lefel drwy ddatblygu a meithrin potensial arweinyddiaeth mewn eraill, a chyfrannu at y cyfleoedd sydd ar gael, i feithrin gallu arwain yr ysgol.
71.	Sefydlu rhwydweithiau a chymunedau proffesiynol i alluogi'r ysgol i chwarae rhan weithredol yn y gymuned addysg ehangaf gan gyfrannu at hyfforddi athrawon y dyfodol ac oedolion eraill sy'n gweithio gyda dysgwyr a datblygu ymchwil sy'n canolbwyntio ar ymarfer.

Arloesedd

72.	Cydlynu arloesedd gyda'r holl randdeiliaid perthnasol, er mwyn sicrhau bod yr ysgol yn croesawu ac yn elwa o ddulliau arloesi sy'n seiliedig ar dystiolaeth sy'n cyd-fynd â'r weledigaeth hirdymor ar gyfer Cymru.
73.	Sefydlu rhaglen hirdymor o ddulliau arloesi sy'n seiliedig ar dystiolaeth sy'n anelu at ymateb i heriau, rheoli newid a datblygu dysgu'n effeithiol er mwyn gwella lles a chanlyniadau.
74.	Creu diwylliant lle mae arbenigedd, profiad ac arfer addysgeg yn cael eu datblygu a'u rhannu'n barhaus o fewn ac ar draws ysgolion.
75.	Datblygu diwylliant lle defnyddir tystiolaeth sy'n deillio o arfer arloesol i werthuso effaith newidiadau, o fewn a thu hwnt i gymuned yr ysgol.

Arwain

76.	Gweithio gyda chymuned yr ysgol i ddod â chydlyniad, eglurder ac ymrwymiad ar y cyd i wireddu'r weledigaeth addysgeg, dysgwyr, cydweithwyr a'r gymuned ehangach yng Nghymru.
77.	Gweithio gyda rhanddeiliaid perthnasol i sicrhau bod cynllunio strategol yn adlewyrchu amrywiaeth, gwerthoedd, profiad a chyd-destun yr ysgol a'r gymuned yn gyffredinol.

78.	Sicrhau, gyda chymorth a mewnbwn y corff llywodraethu, bod yr ysgol yn cydymffurfio â'r holl bolisïau mewnol, lleol a chenedlaethol.
79.	Creu diwylliant lle gall eraill dyfu'n broffesiynol.
80.	Datblygu a meithrin potensial arweinyddiaeth mewn eraill ar bob lefel i feithrin gallu arwain yr ysgol ac ysbrydoli arweinwyr y dyfodol.
81.	Datblygu, grymuso a chynnal unigolion a thimau effeithiol drwy arweinyddiaeth wasgaredig, gan annog ymarfer myfyriol.
82.	Adeiladu rhwydweithiau effeithiol i rannu gwybodaeth broffesiynol, ymchwil ac arbenigedd ymarferol sy'n galluogi'r ysgol ac ysgolion eraill i elwa drwy gydweithio.

Rheoli'r ysgol

83.	Cynhyrchu a gweithredu cynlluniau gwella clir sy'n seiliedig ar dystiolaeth a pholisïau ar gyfer datblygu'r ysgol a'i chyfleusterau, mewn cydweithrediad â'r rhanddeiliaid perthnasol.
84.	Gyda chymorth y corff llywodraethu, rheoli a threfnu amgylchedd yr ysgol yn effeithlon ac yn effeithiol er mwyn sicrhau ei fod yn diwallu anghenion y cwricwlwm a'r rheoliadau iechyd a diogelwch.
85.	Gwneud defnydd effeithiol o'r cymorth a'r her a ddarperir gan yr awdurdod lleol, y consortiwm rhanbarthol a chyrff perthnasol eraill.
86.	Gweithio gyda'r corff llywodraethu i reoli adnoddau ariannol a dynol yr ysgol yn effeithiol ac yn effeithlon er mwyn cyflawni blaenoriaethau a nodau addysg yr ysgol.
87.	Monitro, gwerthuso ac adolygu, mewn cydweithrediad â'r corff llywodraethu, ystod, ansawdd a defnydd yr holl adnoddau sydd ar gael i wella ansawdd addysg pob dysgwr ac i sicrhau gwerth am arian.
88.	Gweithio gyda rhanddeiliaid perthnasol i ddatblygu a gweithredu strategaethau sy'n sicrhau amgylchedd diogel, tawel a threfnus i bob dysgwr a staff a sicrhau safonau uchel o ymddygiad a phresenoldeb, gan arwain at amodau llwyddiannus ar gyfer dysgu.

MANYLEB PERSON

MP = Meini Prawf ar y rhestr fer
Nodwch, gellir profi meini prawf llunio'r rhestr fer hefyd yn ystod y cam asesu

	HANFODOL	DYMUNOL
CYMWYSTERAU	Statws Athro Cymwys (MP) 1 CPCP ar gyfer Pennaeth newydd (MP) 2 Gradd (MP) 3 Cofrestriad cyfredol gyda CGA (MP) 4	Cymwysterau pellach a/neu astudiaethau proffesiynol sy'n berthnasol i'r ystod oedran. (MP) 13
GWYBODAETH A PHROFIAD	Profiad diweddar sylweddol fel Pennaeth neu Ddirprwy Bennaeth Ysgol Gynradd Llwyddiant profedig mewn amrywiaeth o rolau strategol gan gynnwys, hunanarfarnu, dadansoddi data a chynllunio gwella ysgolion (MP) 5 Gwybodaeth a dealltwriaeth o'r cyd-destun Addysgol Cymraeg presennol a'r Genhadaeth Genedlaethol (MP) 6 Gwybodaeth am arferion gorau a gweithdrefnau ar gyfer diogelu plant a phobl ifanc Profiad profedig o fonitro, gwerthuso ac adolygu perfformiad er mwyn codi cyflawniad ar gyfer pob grŵp o ddisgyblion. Y wybodaeth a'r ddealltwriaeth ddiweddaraf o'r hyn sy'n gyfystyr ag addysgu a dysgu rhagorol a sut i'w weithredu (MP) 7 Gwybodaeth am strategaethau a gweithdrefnau effeithiol sy'n ymwneud â dysgu proffesiynol ac adolygu perfformiad. Profiad llwyddiannus o reoli newid Profiad o feithrin perthynas effeithiol â llywodraethwyr, rhieni a'r gymuned ehangach (MP) 8	Profiad o reoli iechyd a diogelwch

	HANFODOL	DYMUNOL
SGILIAU	Y gallu i fynegi a chyfleu gweledigaeth glir o ddarpariaeth addysgol o ansawdd uchel ar gyfer yr ysgol (MP) 9 Gallu rheoli strategol gan gynnwys staff, adnoddau ariannol a materol a chynllunio (MP) 10 Y gallu i arwain, rheoli ac ysgogi staff a disgyblion i gyflawni safonau uchel Profiad llwyddiannus o ddarparu ar gyfer disgyblion ag anghenion dysgu ychwanegol. Y gallu i adeiladu rhwydwaith cryf o gydberthnasau a phartneriaethau cydweithredol gydag ysgolion eraill, proffesiynau addysg a sefydliadau allanol priodol (MP) 11 Y gallu i gyfathrebu a datblygu cysylltiadau'n effeithiol, ar lafar ac yn ysgrifenedig gydag amrywiaeth o gynulleidfaoedd. (MP) 12 Lefel uchel o sgil bersonol wrth ddefnyddio a chymhwyso technoleg gwybodaeth a chyfathrebu (TGCh) Galluoedd sefydliadol da a'r gallu i ddirprwyo.	
NODWEDDION PERSONOL	Y gallu i fod yn wydn o dan bwysau a pharhau i fod yn gadarnhaol ac yn frwdfrydig. Ymrwymiad i ddysgu proffesiynol parhaus i'ch hunan ac i eraill Ymrwymiad i hyrwyddo lles holl aelodau cymuned yr ysgol Ymrwymiad i hyrwyddo'r Iaith Gymraeg a diwylliant Cymru Y gallu i ddangos barn gadarn a chytbwys, pendantrwydd a hyblygrwydd Uniondeb, teyrngarwch ac empathi	
GOFYNION ERAILL	Mae'r swydd hon wedi'i heithrio o Ddeddf Adsefydlu Troseddwyr	

	HANFODOL	DYMUNOL
	(1974) a chynhelir proses sgrinio gynhwysfawr ar bob ymgeisydd. Bydd hyn yn cynnwys gwiriad rhestr wedi'i wahardd gyda'r Gwasanaeth Datgelu a Gwahardd. Bydd penodiad i'r swydd hon yn amodol ar 2 eirda ysgrifenedig addas. Deall a dangos parodrwydd i hyrwyddo polisi cyfle cyfartal y Cyngor yn gadarnhaol.	