

Disgrifiad Swydd a Manyleb y Person



MANYLION Y SWYDD

Teitl y Swydd:	Tiwtor Cerdd
Gradd:	Graddfa gyflog athrawon sydd heb gymhwysu
Cyfadrn:	Addysg a Gwasanaethau Corfforaethol
Adran:	Dysgu, Addysg a Chynhwysiant
Is-adran:	Gwasanaeth Cerdd
Lleoliad:	Ysgolion amrywiol ledled Bwrdeistref Sirol Caerffili
Yn atebol i:	Pennaeth Gwasanaeth

DIBEN Y SWYDD

Darparu addysgu yn eich arbenigedd dewisol i unigolion, dosbarthiadau cyfan a grwpiau bach mewn ysgolion ledled Bwrdeistref Sirol Caerffili.

MEYSYDD CANLYNIADAU ALLWEDDOL

Addysgu dosbarthiadau cyfan yn effeithiol, yn ogystal â disgyblion unigol.

Hyderus wrth baratoi disgyblion ar gyfer arholiadau.

PROFFIL MANWL O'R DASG

Cynnydd Disgyblion

- Nodi amcanion dysgu clir a phennu sut y byddan nhw'n cael eu haddysgu a'u hasesu.
- Gosod disgwyliadau priodol a heriol.
- Gosod targedau clir, gan adeiladu ar gyrhaeddiad blaenorol.
- Cyfathrebu'n glir ac yn gyson â disgyblion.
- Asesu pa mor dda mae amcanion dysgu wedi cael eu cyflawni a'u defnyddio i wella agweddau penodol ar addysgu.
- Monitro gwaith disgyblion a gosod targedau ar gyfer cynnydd.
- Asesu a chofnodi cynnydd disgyblion yn systematig a chadw cofnodion i wirio bod y gwaith yn cael ei ddeall a'i gwblhau, monitro cryfderau a gwendidau, llywio cynllunio ac adnabod y lefel y mae'r disgybl yn ei chyflawni.
- Cadw cofnodion da o bresenoldeb a chynnydd disgyblion.
- Defnyddio deunyddiau addysgu addas yn unol â'r hyn sy'n cael ei ddarparu ar hyn o bryd.
- Helpu i baratoi disgyblion ar gyfer arholiadau gan gynnwys perfformiadau TGAU, Safon Uwch a BTEC.

Arfer Proffesiynol

- Nodi disgyblion ag anghenion arbennig a'r rhai mwy abl a thalentog.
- Darparu strwythurau clir ar gyfer gwersi gan gynnal cyflymder, cymhelliant a her.
- Gwneud defnydd effeithiol o asesu a sicrhau bod rhaglenni astudio yn cael eu cwblhau.

- Sicrhau addysgu effeithiol a'r defnydd gorau o'r amser sydd ar gael.
- Monitro ac ymyrryd er mwyn sicrhau dysgu a disgyblaeth gadarn.
- Defnyddio amrywiaeth o ddulliau addysgu er mwyn:
 - I. Cyfateb y dull i'r cynnwys, gwybodaeth strwythur, cyflwyno set o syniadau allweddol a defnyddio geirfa briodol.
 - II. Cwestiynu'n effeithiol, gwrando'n astud ar ddisgyblion, rhoi sylw i wallau a chamdybiaethau.
 - III. Dewis adnoddau dysgu priodol a datblygu sgiliau astudio drwy adnoddau'r llyfrgell, TGCh ac adnoddau eraill.
- Sicrhau bod disgyblion yn caffael ac yn cydgrynhai gwybodaeth, sgiliau a dealltwriaeth sy'n briodol i'r pwnc sy'n cael ei addysgu.
- Gwerthuso'ch addysgu eich hun yn feirniadol er mwyn gwella effeithlonrwydd.
- Paratoi a chyflwyno adroddiadau'n rhoi gwybodaeth i rieni.
- Sefydlu perthnasoedd gwaith effeithiol a gosod esiampl dda trwy eu cyflwyniad ac ymddygiad personol a phroffesiynol.
- Bydd angen cyflwyno dull proffesiynol o addysgu.

Cyfrannu at ethos a blaenoriaethau'r gwasanaeth.

- Gweithredu o fewn polisiau ac arferion penodedig y Gwasanaeth ar bob adeg.
- Cyfrannu at fywyd corfforaethol y Gwasanaeth gan gyfrannu'n effeithiol at gyfarfodydd a systemau rheoli angenrheidiol i gydlynu rheoli'r gwasanaeth.
- Cymryd cyfrifoldeb am eich datblygiad proffesiynol eich hun a dyletswyddau mewn perthynas â pholisiau ac arferion y Gwasanaeth.
- Cydgysylltu'n effeithiol â rhieni.
- Cynnal cyfrinachedd ar bob adeg.
- Bydd gofyn i chi gyfrannu at ddarpariaeth allgyrsiol lle bo angen.

PERTHNASOEDD GWEITHIO ALLWEDDOL

Pennaeth y Gwasanaeth Cerdd, Tîm Rheoli, Pennaeth, Cydlynnydd Cerddoriaeth, Pennaeth Cerddoriaeth ac athrawon ystafell ddosbarth fel y bo'n briodol.

Aelodau eraill y Gwasanaeth Cerdd.

CYFRIFOLDEBAU AM STAFF

Teitlau Swyddi, Niferoedd a Lefel Atebolrwydd

Nid oes unrhyw gyfrifoldeb rheolwr llinell uniongyrchol heblaw am helpu cydweithwyr a gweithwyr newydd i ymgyswrtu â'u gwaith nhw.

CYFRIFOLDEBAU AM ADNODDAU

Cyllid, Peiriannau, Adeiladau neu Gyfarpar

Bydd angen defnyddio'ch offerynnau eich hun ac offerynnau'r Gwasanaeth Cerdd ar gyfer addysgu a darparu'ch cludiant eich hun i deithio i ysgolion ac yn ôl, a rhwng ysgolion.

Bydd y Gwasanaeth Cerdd yn darparu gliniadur i alluogi cyfathrebu trwy e-bost a chyfarfodydd staff drwy Microsoft Teams.

Bydd y Gwasanaeth Cerdd yn darparu deunyddiau addysgu ychwanegol fel llyfrau lle bo angen.

Systemau Data

Rhannu cyfrifoldeb am amrywiaeth o becynnau meddalwedd a systemau data.

AMGYLCHEDD GWAITH

Swydd beripatetig a fydd yn golygu teithio rhwng ysgolion yn ystod y diwrnod gwaith.

Bydd gofyn i chi gyfrannu at ddarpariaeth allgyrsiol lle bo angen.

GOFYNION YCHWANEGOL

Cyfyngiad Gwleidyddol:	Nac oes
Gwiriad y Gwasanaeth Datgelu a Gwahardd:	Uwch
Gwiriad y Rhestr Wahardd:	Plant
Asesiad Meddygol Sylfaenol Cyn Cyflogaeth:	Nac oes
Cofrestru:	

CYFRIFOLDEBAU CYFUNDREFNOL

Yn deall ac yn gallu dangos egwyddorion cyfrinachedd.

Yn gweithio o fewn polisiau a gweithdrefnau'r Cyngor, gan gynnwys cydnabod y ddyletswydd i ddiogelu oedolion, plant a phobl ifanc sy'n agored i niwed.

Yn deall ac yn dangos ymrwymiad i bolisiau'r Cyngor.

Yn dangos ymrwymiad i ddatblygiad personol parhaus.

Mae'r dyletswyddau a chyfrifoldebau yn anodd eu diffinio'n fanwl a gallen nhw amrywio o dro i dro heb newid natur gyffredinol y dyletswyddau neu lefel y cyfrifoldebau dan sylw. Felly, mae disgwyl i ddeiliad y swydd ymgymryd â dyletswyddau eraill yn ôl y gofyn, ar yr amod na fydd natur gyffredinol y dyletswyddau na lefel y cyfrifoldebau yn newid.

MANYLEB Y PERSON

	HANFODOL	DELFRYDOL
CYMWYSTERAU	<p>Cymhwyster Lefel 6 (Gradd) ar Fframwaith Credydau a Chymwysterau Cymru mewn Cerddoriaeth.</p> <p>A/Neu</p> <p>Diploma mewn perfformio offerynnol/lleisiol a/neu addysgu.</p>	<p>Cymwysterau pellach a/neu astudiaethau proffesiynol sy'n berthnasol i'r ystod oedran.</p>
GWYBODAETH	<p>Gwybodaeth am addysgu'n offerynnol a/neu'n lleisiol i unigolion, grwpiau bach a dosbarth cyfan, a dealltwriaeth o hyn.</p> <p>Gwybodaeth am addysgu i amrywiaeth o oedrannau a dealltwriaeth o hyn.</p> <p>Gwybodaeth am fyrddau arholi cerddoriaeth ABRSM a Trinity Guildhall a dealltwriaeth ohonyn nhw.</p> <p>Gwybodaeth am ofynion perfformiad ar lefel TGAU, Safon Uwch a BTEC a dealltwriaeth ohonyn nhw.</p>	
SGILIAU	<p>Sgiliau cyfathrebu da gydag amrywiaeth o bobl a'r gallu i addasu iaith i weddu i ddisgyblion o wahanol oedrannau.</p> <p>Rhagoriaeth fel ymarferydd addysgu.</p> <p>Safon perfformio uchel ar yr offeryn dewisol/llais.</p> <p>Rheoli amser yn dda.</p> <p>Hyblygrwydd.</p> <p>Y gallu i addasu.</p> <p>Sgiliau disgyblaeth dda.</p> <p>Y gallu i weithio fel rhan o dîm.</p>	<p>Sgiliau Cymraeg.</p> <p>Sgiliau allweddellau da.</p>

	HANFODOL	DELFRYDOL
PROFIAD	<p>Profiad o addysgu'n offerynnol a/neu'n lleisiol i unigolion, grwpiau bach a dosbarth cyfan.</p> <p>Profiad o addysgu amrywiaeth o oedrannau.</p> <p>Profiad o baratoi disgyblion ar gyfer arholiadau gydag ABRSM neu Trinity.</p>	<p>Profiad o baratoi disgyblion ar gyfer perfformio ar lefel TGAU, Safon Uwch a BTEC.</p>
ARALL	<p>Trwydded yrru lawn y DU Categori B (ceir) a defnydd o gerbyd modur wedi'i yswirio at ddibenion busnes i deithio ledled y Fwrdeistref Sirol i diwtora cerddoriaeth a chludo offerynnau cerdd.</p>	

AWDURDODI'R SWYDD

PENNAETH GWASANAETH:	Keri Cole	DYDDIAD:	24/05/2023
RHEOLWR:	Julie Walker	DYDDIAD:	24/05/2023
ADNODDAU DYNOL:	Janine Harrington	DYDDIAD:	24/05/2023

POST REVIEW

SWYDDOG:		DYDDIAD:	
SWYDDOG:		DYDDIAD:	
SWYDDOG:		DYDDIAD:	

Job Description and Person Specification



POST IDENTIFICATION

Post Title:	Music Tutor
Grade:	Unqualified Teacher Payscale
Directorate:	Education and Corporate Services
Division:	Learning, Education and Inclusion
Section:	Music Service
Location:	Various Schools across Caerphilly County Borough
Responsible to:	Head of Service

JOB PURPOSE

Provide teaching in chosen specialism to individuals, whole class and small groups in schools across the Caerphilly County Borough area.

KEY RESULT AREAS

Effectively deliver teaching for a whole class as well as to individual pupils.

Confident in preparing pupils for examinations.

DETAILED TASK PROFILE

Pupil Progress

- Identify clear teaching objectives and specify how they will be taught and assessed.
- Set appropriate and demanding expectations.
- Set clear targets, building on prior attainment.
- Communicate clearly and consistently with pupils.
- Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching.
- Monitor pupils' work and set targets for progress.
- Assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving.
- Keep good records and pupils' attendance and progress.
- Use suitable teaching materials in line with what is currently being delivered.
- Help prepare pupils for examinations including GCSE, A Level and BTEC performances.

Professional Practice

- Identify pupils with Special Needs and the More Able and Talented.
- Provide clear structures for lessons maintaining pace, motivation and challenge.
- Make effective use of assessment and ensure coverage of programmes of study.
- Ensure effective teaching and best use of available time.

- Monitor and intervene to ensure sound learning and discipline.
- Use a variety of teaching methods to:
 - I. Match approach to content, structure information, present a set of key ideas and use appropriate vocabulary.
 - II. Use effective questioning, listen carefully to pupils, give attention to errors and misconceptions.
 - III. Select appropriate learning resources and develop study skills through library, ICT and other resources;
- Ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught.
- Evaluate their own teaching critically to improve effectiveness.
- Prepare and present informative reports to parents.
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct.
- Required to present a professional approach to teaching.

Contribute to the Ethos and Priorities of the Service

- Operate at all times within stated policies and practices of the Service.
- Contribute to the corporate life of the Service through effective participation in meetings and management systems necessary to co-ordinate the management of the Service.
- Take responsibility for their own professional development and duties in relation to Service policies and practices.
- Liaise effectively with parents.
- Maintain confidentiality at all times.
- Required to contribute to extra-curricular provision where needed.

KEY WORKING RELATIONSHIPS

Head of the Music Service, Management Team, Head Teacher, Music Co-ordinator, Head of Music and classroom teachers as appropriate.

Other members of the Music Service.

RESPONSIBILITIES FOR STAFF

Post Titles, Numbers and Level of Accountability

No direct line management responsibility other than assisting in work familiarisation of colleagues and new recruits.

RESPONSIBILITIES FOR RESOURCES

Financial; Plant; Buildings or Equipment

Required to use their own and Music Service instruments for teaching and provide own transport to travel to, from and between schools.

The Music Service will provide use of a laptop to enable communications via email and staff meetings via Teams.

The Music Service will provide additional teaching materials such as books where required.

Data Systems

Shared responsibility to a variety of software packages and data systems.

WORKING ENVIRONMENT

Peripatetic post that will involve travelling between schools throughout the working day.

Required to contribute to extra-curricular provision where needed.

ADDITIONAL REQUIREMENTS

Politically Restricted:	No
Disclosure and Barring Service Check:	Enhanced
Barred List Check:	Children
Baseline Pre Employment Medical Assessment:	No
Registration:	

ORGANISATIONAL RESPONSIBILITIES

Understands and demonstrates the principles of confidentiality.

Work within the policies and procedures of the Council including recognising the duty to protect vulnerable adults, children and young people.

Understands and demonstrates commitment to the Council's policies.

Demonstrate commitment to ongoing personal development.

The duties and responsibilities are difficult to define in detail and may vary from time to time without changing the general character of the duties or level of responsibilities entailed. The post-holder is therefore expected to undertake such other duties as may be requested provided the general character of the duties or level of responsibility does not change.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<p>Level 6 (Degree) qualification on the Credit and Qualifications Framework for Wales in Music</p> <p>and/or</p> <p>Diploma in instrumental/vocal performance and/or teaching.</p>	<p>Further qualifications and/or professional studies relevant to the age-range.</p>
KNOWLEDGE	<p>Knowledge and understanding of teaching instrumentally and/or vocally to individuals, small and whole class groups.</p> <p>Knowledge and understanding of teaching to a variety of ages.</p> <p>Knowledge and understanding of the music examination boards ABRSM and Trinity Guildhall.</p> <p>Knowledge and understanding of the requirements of performance at GCSE, A Level and BTEC.</p>	
SKILLS	<p>Good communications skills to a variety of people and the ability to adapt language to suit different ages of pupils.</p> <p>Excellence as a teaching practitioner.</p> <p>High standard of performance on chosen instrument/voice.</p> <p>Good time management.</p> <p>Flexibility.</p> <p>Adaptability.</p> <p>Good discipline skills.</p> <p>Ability to work as part of a team.</p>	<p>Welsh language skills.</p> <p>Good keyboard skills.</p>

	ESSENTIAL	DESIRABLE
EXPERIENCE	<p>Experience of teaching instrumentally and/or vocally to individuals, small and whole class groups.</p> <p>Experience of teaching to a variety of ages.</p> <p>Experience of preparing pupils for examinations with ABRSM or Trinity.</p>	<p>Experience of preparing pupils for performance at GCSE, A Level and BTEC.</p>
OTHER	<p>Full UK Category B (cars) driving licence and the use of a motor vehicle insured for business purposes to travel throughout the borough to tutor music and transport musical instruments.</p>	

POST AUTHORISATION

HEAD OF SERVICE:	Keri Cole	DATE:	24/05/2023
MANAGER:	Julie Walker	DATE:	24/05/2023
HR:	Janine Harrington	DATE:	24/05/2023

POST REVIEW

OFFICER:		DATE:	
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