

Cytundeb Cenedlaethol - Codi safonau a mynd i'r afael â Llwyth Gwaith "Prin Gyflenwi"

Cefndir:

Y Cytundeb Cenedlaethol "Codi Safonau a mynd i'r afael â Llwyth Gwaith" a lofnodwyd ym mis Ionawr 2003 oedd y sail ar gyfer gwaith gan ysgolion i greu amser i athrawon a phenaethiaid ganolbwyntio mwy o'u hamser ar addysgu, ac arwain addysgu a dysgu.

Mae cynnydd o ran codi safonau ar gyfer disgyblion yn golygu bod yn rhaid i ysgolion fod â pholisïau a systemau yn eu lle i ryddhau athrawon a phenaethiaid rhag llwyth gwaith gormodol ac amhriodol.

Nid yw cyflenwi ar gyfer cydweithwyr sy'n absennol yn cael ei weld fel defnydd effeithiol o amser athrawon, **ac o hyn ymlaen bydd athrawon yn cael cyflenwi'n anaml iawn mewn amgylchiadau na ellir eu rhagweld yn unig.**

Gweithredu:

- Mae'n ofynnol i ysgolion sicrhau y bydd angen i athrawon a phenaethiaid gyflenwi'n anaml iawn o 1 Medi 2009. Mae'r amser gwarantedig ar gyfer Cynllunio, Paratoi ac Asesu (CPA) gan athrawon mewn ysgolion yn ffurfio rhan o'r amodau cyflogaeth cyfreithiol ac ni ellir ei ddefnyddio ar gyfer cyflenwi.
- **Mae'n rhaid i Gyrrff Llywodraethu gydymffurfio â'r Cytundeb ynghylch Llwyth Gwaith (Deddf Addysg 2009).**

Diffinio Absenoldeb:

- Mae absenoldeb yn digwydd pan mae rhywun a amserlenwyd ar gyfer cymryd dosbarth neu grŵp neilltuol yn absennol. Gall y math o absenoldeb fod oherwydd nifer o resymau, gan gynnwys gweithgareddau allanol a mewnol yn ogystal â salwch. Gall fod am dymor byr neu dymor hir. Dylid rheoli pob math o absenoldeb er mwyn lleihau'r effaith ar addysgu a dysgu o ran y disgybl.

Mae'n rhaid i bob ysgol fod â pholisi eglur a system gadarn yn eu lle nad ydynt yn eu gwneud hi'n ofynnol i athrawon neu bennaeth gyflenwi heblaw am ar adegau prin.

Calendr yr Ysgol:

- I sicrhau bod y system ar gyfer rheoli cyflenwi yn gadarn, dylai pob ysgol gyhoeddi calendr ar gyfer pob blwyddyn ysgol yn dilyn ymgynghori â'r staff.
- Hefyd bydd y calendr ysgol yn gwneud darpariaeth ar gyfer amserlen addysgu flynyddol yr ysgol ar gyfer pob athro. Dylai amserlenni addysgu fod yn hyblyg oherwydd gall fod amrywiadau i'r trefniadau addysgu a amserlenwyd yn ystod y flwyddyn ac amrywiadau o flwyddyn i flwyddyn.
- Efallai y bydd angen i ysgolion adolygu/diwygio eu hamserlenni yn ystod y flwyddyn os bydd newidiadau sylweddol (e.e. absenoldeb tymor hir neu ddatblygiad addysgol arall) a dylent wneud hynny mewn da bryd o flaen llaw. Er hynny, ni ddylai newidiadau i'r calendr ddigwydd yn aml.
- Absenoldeb y sawl a amserlenwyd i gymryd dosbarth neu grŵp yw'r sbardun ar gyfer cyflenwi.
- Gellir defnyddio goruchwylwyr cyflenwi a chynorthwylwyr addysgu lefel uwch ar gyfer absenoldebau tymor byr yn unig ac ni ddylid eu defnyddio ar gyfer absenoldeb tymor canolig neu hir gan athro. Mae'n rhaid cael athro i gyflenwi ar gyfer absenoldebau tymor canolig neu hir.
- Dylai'r ysgol fonitro a dadansoddi patrymau absenoldeb (a gynlluniwyd neu heb eu cynllunio) a lefelau cyflenwi a'u rheoli mewn modd priodol.
- Dylid cadw cofnod ynglŷn â faint o gyflenwi mae pob athro yn ei wneud. Hefyd argymhellir cadw cofnod o gyflenwi a wnaethpwyd gan staff eraill y mae eu contract a disgrifiad swydd yn nodi y mae/bydd cyfran o'u hamser ar gael i ddarparu goruchwyliaeth cyflenwi.

Mae gwybodaeth bellach sydd ar gael yn cynnwys Dogfen Cyflog ac Amodau Gwaith Athrawon Ysgol a'r Canllaw ar Gyflog ac Amodau Gwaith Athrawon Ysgol, Codi Safonau a Mynd i'r Afael â Llwyth Gwaith – Cytundeb Cenedlaethol ar www.socialpartnership.org.

CADWCH LYGAD ALLAN AM SESIWN HYFFORDDI BELLACH Y TYMOR HWN!!

Denbighshire Governors' Support – Bulletin 20

National Agreement - Raising standards and Tackling Workload “Rarely Cover”

Background:

The National Agreement on “Raising Standards and Tackling Workload” signed in January 2003 provided the basis for work by schools to create time for teachers and head teachers to focus more of their time on teaching, and leading teaching and learning.

Progress on raising standards for pupils relies on schools having in place policies and systems to free teachers and head teachers from excessive and inappropriate workload.

Cover for the absence of colleagues is not regarded as an effective use of teachers' time, **and from now on teachers may cover only rarely in circumstances which are not foreseeable.**

Implementation:

- Schools are required to ensure that teachers and the headteacher may be required to cover only rarely from 1st September, 2009. The guaranteed PPA time of teachers at a school forms part of the legal conditions of employment and cannot be used for cover.
- **Governing Bodies must comply with the Workload Agreement (Educ.Act 2009)**

Definition of Absence:

- Absence occurs when the person who has been timetabled to take a particular class or group is absent. The type of absence could be for a variety of reasons, including external and internal activities as well as sickness. It could be short term or long term. All types of absences should be managed to minimise the impact on teaching and learning for the pupil.

Every school must have in place a clear policy and robust system that does not require teachers or the headteacher to provide cover other than rarely.

School Calendar:

- To ensure the system for managing cover is robust, every school should publish a calendar for each school year following consultation with staff.
- The school calendar will also provide for the school's annual teaching timetable for every teacher. Teaching timetables should be flexible as there may be variations in timetabled teaching arrangements during the year and variations from year to year.
- Schools may need to review/revise their timetables during the year in light of significant changes (e.g. a long term absence or other educational development) and should do so well in advance. However, changes to the calendar should not be a frequent occurrence.
- The absence of the person who has been timetabled to take a class or group is the trigger for cover.
- Cover supervisors and higher level teaching assistants are for short term absences only and should not be used for medium or long term absence of a teacher. Medium or long term absences must be covered by a teacher.
- The school should monitor and analyse patterns of absence (planned and unplanned) and levels of cover and manage these appropriately.
- A record of the amount of cover undertaken by each teacher should be kept. It is also advisable to maintain records of cover undertaken by other staff whose contract and job description specifies that a proportion of their time is/will be available to provide cover supervision.

Further information available include The School Teachers' Pay and Conditions Document and Guidance on School Teachers Pay and Conditions, Raising Standards and Tackling Workload- a National Agreement and on www.socialpartnership.org

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