



Applicant Information Pack

Deputy Headteacher

**Full Time &
Permanent**

Start Date January 2024 (or sooner if possible)

**Salary
Group** Leadership Scale: L20-24



Contact Details:

Ysgol Y Gogarth
Nant Y Gamer Road
Craig Y Don
Llandudno
Conwy
LL30 1YE

Tel: 0300 456 9521

Chair of Governors Welcome



Dear Applicant

Thank you for your interest in joining Ysgol Y Gogarth on our school improvement journey. We strongly believe that this crucial post is an exceptional opportunity for an inspirational teacher to be part of our leadership team in the next phase of the school's development. We are seeking a leader; with the vision, ambition and motivation to work with the Headteacher and Governors in providing pupils with the very best opportunities and outcomes in their education.

We provide a purpose built school building resourced to meet the needs of learners in the 21st Century; a motivated and skilled teaching and support team; a committed senior leadership team and a proactive Governing body. Our new Deputy Headteacher will be joining a school that is well supported and respected by the local community and that contributes to the wider learning opportunities available to children and young people with learning difficulties and disabilities in Conwy.

We are seeking a Deputy Headteacher who, most importantly, is able to recognise the potential in all of our pupils as learners and place them central to all plans, decisions and innovations. They can demonstrate experience of school wide leadership and strategic planning that has contributed to innovation in the curriculum and improvement in outcomes and opportunities for pupils.

The school is ambitious, forward thinking and actively engaged in developing an inclusive curriculum for all our pupils. Our new Deputy Headteacher should be an excellent practitioner and role model, with the energy, skills and knowledge to lead the development and implementation of Curriculum for Wales through its next phase and understand the unique opportunities this presents to learners with additional learning needs. They should also be prepared to develop the partnerships and collaboration that currently exist with other schools, agencies and stakeholders as well as foster positive relationships and collaborations within the school team.

We hope you feel inspired to join a very successful and dedicated team and an incredible group of children and young people on their learning pathway and to ensure they have every opportunity to achieve and experience success in their learning.

Yours sincerely

Trish Holland,

Chair of Governors

About the School

Ysgol Y Gogarth: 'Where Children Come First.'



Ysgol y Gogarth is a day and residential School catering for approximately 276 pupils between the ages of 3 and 19. The school overlooks the beautiful bay of Llandudno and is within four miles of the A55 expressway. The school is situated in an attractive site with a well-established Child Development Centre on the campus. The school is the only special school within the local authority.

Pupils attending the school have either a Statement or Individual Development Plan identifying a wide spectrum of additional learning needs. Our facilities reflect the ages and range of needs of pupils who attend the school. The school offers a number of specialist facilities including a hydrotherapy pool, interactive sensory rooms, vocational hub, sports hall, and specially designed outdoor play areas.

Alongside the school provision, Llys Gogarth is a purpose-built residential facility. It offers an integrated residential education and developmental care package to children and young people aged between 7 and 19 years of age. These placements are on a rotational basis either over a half-term or a term in order to improve pupils' independence, social skills and social inclusion experiences. Llys Gogarth also offers a respite service to assist families in their capacity to sustain themselves, through an allocation of nights from social services disabilities team.

This is an exciting time to join as many combined Authority and school developments are foreseen around inclusion in Conwy Schools. We are also developing our provision within the local area as a Community School and seeking to further enhance our family and community engagement.

We are fully inclusive of Additional Learning Needs pupils, with a strong dedicated multidisciplinary staff team, providing high standards of achievement in a safe, caring environment. Pupils are involved in school decisions through a number of school councils and by placing person-centred, learner informed practices central to our self-evaluation and reflection. In 2017, the school achieved the overall Estyn judgement of 'excellent'.

Ysgol Y Gogarth is a vibrant and inclusive learning community where pupils and staff are challenged and engaged, supported to grow and contribute. We are proud of our successful and innovative approach to learning and seek to progress and develop together.

Job Advert and Description



DEPUTY HEADTEACHER

Required for January 2024 Salary Scale: L20-24

The Governors seek to appoint an outstanding, innovative, and committed leader to support our Headteacher to take our successful school forward into the next phase of development.

We are fully inclusive of Additional Learning Needs pupils, with a strong dedicated multidisciplinary staff team, providing high standards of achievement in a safe, caring environment

The new Deputy Headteacher will be:

- an educator who is committed to developing the potential of every child.
- a person with a proven track record of senior leadership in a school
- a strategic, inspirational, and creative thinker and professional role-model
- a person who is able to model the values and ethos of Ysgol y Gogarth

The ability to speak Welsh is **desirable**.

To apply please visit www.conwy.gov.uk/jobs and complete an application form.

Closing date: midnight Thursday 22nd June 2023

Further information: For an informal discussion with the Headteacher, in advance of your application, or if you require any further details, please contact **Amanda Hughes, School Business Manager**, on the number below, to arrange a time.

Tour of the school (by appointment, please contact Amanda Hughes to arrange):

Monday 19th June & Tuesday 20th June 2023

Shortlisting: Monday 26th June 2023

Interview Dates: Wednesday 5th & Thursday 6th July 2023

CVs without an application form will not be accepted

In promoting equal opportunities Conwy welcomes applicants from all sections of the community. All disabled applicants who meet the essential job requirements will be guaranteed an interview.

Ysgol Y Gogarth, Ffordd Nant y Gamar, Llandudno, Conwy LL30 1YE

Tel: 0300 456 9521

Website: www.ysgolygogarth.co.uk



Ysgol Y Gogarth Job Description – Deputy Headteacher

Salary range – Leadership L20-24

In addition to the conditions of employment and the professional duties of Deputy Headteacher in the School Teachers' Pay and Conditions Document 2016 and expectation of meeting the Professional Standards for Teaching and Leadership, the above post includes the following:

Responsibilities

Specific Responsibility

- To create, develop and maintain a high quality educational environment for learners with Additional Learning needs
- To ensure the continued development of the school and make a significant contribution to high quality organisation, leadership and management.
- To play a full and active role in supporting and promoting every aspect of the life of the school.
- To attend Governors meetings as appropriate and represent the school reflecting its values at multiagency meetings.
- To actively research and review developments within education and the Additional Learning Needs sector at local, national and international level.
- To fully deputise for the Headteacher in their absence.
- To work alongside other agencies and partners within Conwy and beyond and foster strong relationships to develop further partnership working for the benefit of the school.
- To play a lead role in the school's curriculum development, monitoring and evaluation and participate in national projects in developing pedagogy and practice.

Organisation, Leadership and Management Responsibilities

Specific Responsibility

- To uphold the vision and ambition of the school and ensure implementation, monitoring, development and review of policies to support the school's aims and priorities.
- To work closely with the Headteacher, SLT, including the Governing Body on strategic school development planning and school self-evaluation
- Be an excellent role model for all members of staff and students and to maintain a positive and visible presence around the school
- To work closely with the Headteacher to ensure effective financial planning, efficient use of resources and measureable outcomes including allocation and monitoring of specific grant funded projects.
- To chair, facilitate and minute relevant learner centred meetings across the school as appropriate, and to ensure high quality feedback to parents and the LA.
- To quality assure annual, termly and other relevant reports provided by teachers for parents and other professionals
- To ensure a consistently high standard of reporting and assessment of progress.
- To develop and maintain effective communication between learners, staff, parents/carers, Governors and the wider community.
- To promote professional development of all staff, in line with current SIP priorities and performance management targets, as well as targeted INSET for groups and individuals.
- To lead and facilitate professional development as and when appropriate.
- To be a specific line manager to identified members of staff / teams.

- To support Department Leads, and deputise in their absence, as key link for multi-agency colleagues including nursing, physiotherapy, speech and language therapy, occupational therapy in order to effect best outcomes for learners and their families.
- To ensure equality of opportunity and of access for all members of the school community.
- To assist with the development of the school as a Community School and promote family and community engagement alongside the Headteacher and SLT and other responsible individuals
- To assume a lead role within child protection and safeguarding of learners alongside the Headteacher and Head of Care.
- To support the SLT with the development of a programme of inclusion in line with partner schools.

Management of Teaching and Learning Shared Responsibilities

Specific Responsibility

- Have high expectations of staff and pupils and be accountable for raising standards in teaching and learning
- To ensure effective planning and evaluation of the school curriculum.
- To promote professional learning and development through understanding pedagogy appropriate to our pupil's and contribute to furthering and sharing this knowledge
- To assume a shared responsibility for assessment, recording and reporting of learners' progress, both quantitative and qualitative, ensuring progression and continuity and sending relevant information on learners' attainment to LA and Welsh Government
- To ensure that all learners have equality of access to the whole curriculum, maintaining a stimulating, relevant and effective learning environment in the context of Curriculum for Wales
- To share responsibility for quality assurance and play an integral role in ensuring high standards
- To offer consistent pastoral support for learners and to provide expert guidance on the management of behaviours that challenge
- To promote effective collaborations across school to ensure coherent planning, consistency of educational opportunities for learners and high standards of teaching and learning.
- To ensure that curriculum planning and delivery is appropriately tailored to meet learner's individual needs, aspirations and outcomes.
- To undertake any teaching commitment as appropriate to promote excellent classroom practice and sustain curriculum innovation.

Management of People Shared Responsibilities

Specific Responsibility

- To inspire, motivate and influence colleagues and pupils, in securing the highest standards of education and raising outcomes for pupils
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- To develop and maintain excellent working relationships with and between all staff, including multi-agency colleagues.
- To maintain and promote the vision and ethos of the school through effective communication, role modelling, coaching and mentoring, discussion and training.
- To promote positive links between the school and learners' families, external agencies and the wider community.
- With other school leaders, oversee timetables, assembly and duty rotas and weekly information lists to ensure the smooth operation of the school.
- To monitor and review staff attendance with the Headteacher and to address these issues effectively as they arise.

General notes

Job descriptions are to be reviewed annually.

The responsibilities listed above are the basic essentials of the post; it is always open to the postholder to propose ways of extending these responsibilities and further responsibilities may be included as required to meet the needs of the school.

Person Specification



Ysgol Y Gogarth: Deputy Headteacher

Qualifications	Essential	Desirable
Qualified Teacher Status	✓	
First degree or equivalent	✓	
Evidence of further professional development in preparation for a senior leadership role	✓	
A qualification (or professional learning) linked to Additional Learning Needs	✓	
Evidence of additional further relevant educational qualifications		✓

Experience	Essential	Desirable
Track record of successful leadership experience	✓	
Recent experience of planning and leading on whole school improvements which have a demonstrable impact on the progress and outcomes of learners	✓	
Knowledge and experience of working with a wide range of learners with Additional Learning Needs across a number of key stages	✓	
Experience of successfully leading on whole school priorities to improve the educational experience and outcomes of all	✓	
Experience of whole school self-evaluation and school development planning	✓	
Experience of Leadership in an ALN school	✓	
Experience of working with and developing partnerships with governors, parents and the community	✓	
Experience of successful collaborations and developing innovative practice	✓	
Experience of working in a through-school (cross-phase) setting		✓
Experience in more than one school		✓
Experience of developing inclusive opportunities and learning		✓
Experience of working within a coaching model		✓

Knowledge and Understanding	Essential	Desirable
Knowledge and understanding of effective curriculum design and teaching and learning strategies	✓	
The school's commitment to safeguarding and promoting the welfare of students in your care	✓	
Knowledge and understanding of a range of pedagogical and wider approaches to support the needs of learner with ALN	✓	
Knowledge and understanding of data analysis and the ability to use data to set targets for improvement	✓	
Excellent ICT skills for a range of educational administrative tasks and teaching and learning	✓	
Knowledge and understanding of strategies to support whole school wellbeing	✓	
Knowledge and understanding of performance management processes	✓	
Understanding of how students learn and effectively apply their learning	✓	
Knowledge and understanding of inclusive practice	✓	
Up-to-date knowledge and understanding of the education system and current national education agenda in Wales	✓	
Knowledge and understanding of the Estyn framework		✓

Leadership and Personal Skills/Attributes	Essential	Desirable
An outstanding leader with the capacity to influence others	✓	
Personable and approachable whilst still maintaining respect and personal and professional credibility		
An ability and commitment to develop and maintain the ethos of the school in partnership with the Headteacher	✓	
Ability to represent the school positively and to work collaboratively with a range of audiences and professionals including: parents, prospective parents and learners, governors, LA officers, external agencies, members of the public and the media	✓	
Ability to inspire and develop the leadership skills and capacity of others	✓	
Ability to lead and work within a team to motivate and inspire colleagues to work toward a shared vision for school improvement	✓	
Ability to develop, empower and support individuals and teams, to recognise and promote excellence	✓	
Ability to challenge and support poor performance where necessary	✓	
To have high expectations and recognise the potential of pupils and staff alike	✓	
Ability to analyse complex issues and to think creatively and strategically	✓	
Ability to engage with stakeholders in a range of situations and to have the ability to support resolutions with empathy	✓	
To be solution focussed	✓	
To have a sense of humour!	✓	

Communication Skills	Essential	Desirable
Personal quality: the ability to communicate clearly and take into account, where appropriate, the views of others	✓	
Professional quality: effectively communicate orally and in writing to a range of audiences	✓	

Self-Management Skills	Essential	Desirable
Ability to plan and organise work effectively. This will include the ability to: <ul style="list-style-type: none"> • Prioritise and manage time • Work under pressure and to meet deadlines • Be self-motivating and set personal goals • Set an example to SLT 	✓	

Special Knowledge and Skills	Essential	Desirable
Detailed knowledge of current issues and legislation in relation to Additional Learning Needs	✓	
The ability to speak and communicate in Welsh		✓

To undertake all of these duties with regard to the National Standards identified for all those with Qualified Teacher Status and the current School Teacher's Pay and Conditions document. It covers the responsibilities of every classroom teacher.

Application Procedures



If having read this information, you wish to make an application for this post, please complete the application form giving the names and contact details of two referees.

Please note that section 12 on the form (Additional information to support your application) which can be completed on a separate sheet if you prefer, should include the following information:

An indication of the strengths and expertise you could offer the school.

All points should address the detail in the person specification and other points made within this information pack.

Candidates are kindly requested **not** to submit a CV instead of the application form.

- Applications should be completed online via the Conwy County Borough Council web application form by the deadline (**midnight 22nd June 2023**) www.conwy.gov.uk/jobs
- Informal visits to school for prospective candidates before short-listing has taken place will take place on: **Monday 19th June & Tuesday 20th June 2023** (by appointment only)
- For an informal discussion about the post with the Headteacher, in advance of your application, or if you require any further details, please contact Amanda Hughes, School Business Manager, to arrange a time.
- Interviews will take place on **Wednesday 5th & Thursday 6th July 2023**.

If you have not heard from us within two weeks of this date, regrettably you must assume that your application has been unsuccessful on this occasion, in which case the Governors would like to thank you for your time and your interest in the school.

