



# Ysgol Clywedog

## HEADTEACHER VACANCY CANDIDATE PACK 2024

Salary Group 6 L29 to L35 (£95,545 to £110,681)

**School Visits:** Wednesday 21<sup>st</sup> February

**Closing Date:** Monday 4<sup>th</sup> March 2024 at 12pm

**Interview Dates:** Thursday 14<sup>th</sup> and Friday 15<sup>th</sup> March





At Ysgol Clywedog we aim to work together in securing the best outcomes for every student. Learning is placed at the centre of everything we do and we are committed to empowering students to become:

- successful learners who enjoy learning, achieve and make progress
- enterprising and creative people who contribute fully to life and work
- responsible citizens who make a positive contribution to society and
- confident and happy individuals who are able to live safe, healthy and fulfilling lives.



## Welcome note from the Chief Officer Education & Early Intervention

**February 2024**

Dear applicant,

Thank for expressing an interest in the post of Headteacher of Ysgol Clywedog

Ysgol Clywedog is a Wrexham Local Authority maintained school, where we are looking to support the Governing Body to appoint an outstanding candidate to lead the school on its improvement journey. The school is currently in Special Measures, but is making progress in addressing the recommendations from its most recent Estyn inspection. The successful candidate must be able to demonstrate an absolute commitment to delivering high quality teaching, learning and support to all pupils, in an inclusive environment, that will enable them to achieve individual success.

Wrexham Local Authority is committed to the values of public service. It is therefore, important that the successful candidate is able to show a commitment to these values and work within the culture and ethos that is developing. The successful candidate will be expected to work closely with Local Authority Officers and officers from the Regional School Improvement Service (GwE), to ensure that the required improvements continue at pace and are sustained.

This is an exciting opportunity for someone who genuinely wants to make a difference to lives of the children within this school community and work in an environment where students are supported and all professionals share the same aspirations and a commitment to deliver high quality outcomes. I wish you every success in your application.

Yours faithfully,

Karen Evans

Prif Swyddog Addysg ac Ymyrraeth Gynnar / Chief Officer Education & Early Intervention

Wrexham County Borough Council

Cyngor Bwrdeistref Sirol Wreccsam

**Paula Wood, Chair of Governors**

Ysgol Clywedog

Ruthin Road

Wrexham

LL13 7UB

February 2024

Dear Applicant,

Thank you for your interest in the post of Headteacher at Ysgol Clywedog. The school's governing body is looking to appoint an established and supportive leader who has the education and well-being of young people at heart. The successful applicant will be an outstanding education leader who will ensure that all learners achieve their full potential through a positive and nurturing learning environment.

We are immensely proud of our pupils and expect the very best education for them, one that helps them to prepare for their future. Our staff body is incredibly talented; they are hardworking, dedicated and care deeply about our future generation. We have a strong board of governors who have the experience and specialist skill set to support the school. We all believe that Ysgol Clywedog is on the right track to becoming a great school, one that our pupils and community deserve.

If you would like to make an appointment for an informal discussion about the post or if you would like to visit the school please contact Miss K Stacey, Headteacher's PA, Tel: 01978 346800 or email: [Kelly.stacey@clywedog.org](mailto:Kelly.stacey@clywedog.org).

I look forward to receiving your application in due course.

Yours sincerely,

Paula Wood  
Chair of Governors

## A PLACE TO LIVE AND WORK

### A place to live and work

The County Borough of Wrexham, located in North East Wales is proud of and celebrates its Welsh heritage and cultural identity. Clywedog is centred on the edge of the City of Wrexham – which nestles in the Dee Valley between the Welsh mountains and the Cheshire plains. It is a location that really can offer you the best of both worlds.

### The old and the new

Wrexham has been a market centre since the medieval period, long before it rose to prominence in the late 18th century as a hotbed of the Industrial Revolution. Wrexham has managed to retain the atmosphere of a historic city whilst benefitting from modern pedestrianised shopping and an award winning arts, culture and markets hub Tŷ Pawb, which opened in 2018. This supplements our heritage offer which includes the County Borough museum. We are proud of our UNESCO World Heritage Site – the Pontcysyllte Aqueduct and Canal – which draws in thousands of global visitors each year. In addition to two National Trust properties and three of the seven wonders of Wales.

Wrexham has a reputation for putting on large scale events from Rugby League World Cup matches to open air pop concerts at the historic Racecourse Ground, STōK Cae Ras. Wrexham also has a large University, and excellent sporting facilities – it's a place that's looking to the future.



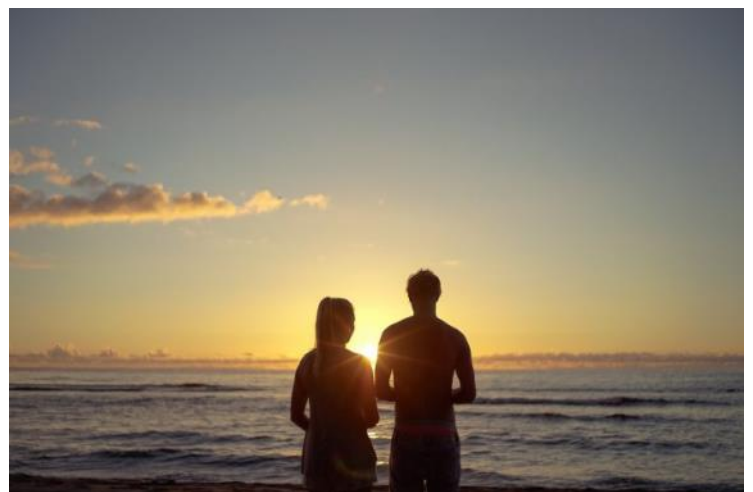
## A CITY NESTLED IN THE COUTYSIDE

Wrexham can provide the perfect base whatever kind of lifestyle you want to enjoy.

On the one hand, there's plenty of surrounding countryside to explore. The County Borough boasts a National Nature Reserve, an Area of Outstanding National Beauty and 11 country parks. The landscape of North East Wales is very attractive, and you're rarely more than twenty minutes away from the peace and tranquillity of the Welsh hills.



On the other hand, it's under an hour away from two leading European cities – Manchester and Liverpool – with their international blends of culture, nightlife, shopping and facilities. Wrexham is a bustling commercial centre in its own right with one of the largest Industrial Estates in Europe housing the likes of JCB, Kelloggs, Hoya and HMP Berwyn Prison. We play a key part in the Mersey / Dee Alliance and are positioned well to benefit from the easy access to the motorway network. We're in reach of a number of airports and ports so travelling to other parts of the UK, Europe or further afield is easy.



**CHAIR OF GOVERNORS:** Paula Wood

**STATUS:** LA Secondary Comprehensive School (Mixed)

**LANGUAGE:** English Medium

**NUMBER ON ROLL:** 830

**AGE RANGE:** 11-16 Years

## SCHOOL INFORMATION

Ysgol Clywedog is an English-medium 11 to 16 mixed comprehensive school maintained by Wrexham County Borough Council. The school is situated in the west of Wrexham and draws from the villages to the north and west of the city as well as from the city centre. In September 2023 around 28.1% of pupils were eligible for free school meals. The school is currently in Special Measures, but is making progress in addressing the recommendations from its most recent Estyn inspection.

## MISSION STATEMENT

At Ysgol Clywedog we aim to work together in securing the best outcomes for every student. Learning is placed at the centre of everything we do and we are committed to empowering students to become:

- successful learners who enjoy learning, achieve and make progress
- enterprising and creative people who contribute fully to life and work
- responsible citizens who make a positive contribution to society and
- confident and happy individuals who are able to live safe, healthy and fulfilling lives

**OUR SCHOOL MOTTO IS** *“Be the best you can be”*

**OUR VALUES ARE** *“Ready, Respectful, Responsible”*

- **READY:** To be well rested, dressed smartly, equipped to learn, with a positive attitude to succeed and achieve
- **RESPECTFUL:** To respect oneself and others, supporting the school and each other, being kind and thoughtful
- **RESPONSIBLE:** To value education, follow sensible rules that are in everyone’s interests, take opportunities when they come, being safe at all times

## SCHOOL ENVIRONMENT

Our school has modern, well-equipped buildings and acres of sports and recreation facilities that create a comfortable place to learn. Sitting close to the banks of the River Clywedog, who we take our name from, and with uninterrupted views of the spectacular Clwydian Range, our students have the ideal natural palette to feed their imaginations.

Ysgol Clywedog is situated on the outskirts of Wrexham, away from the distractions of the busy city, so our young people benefit from a stunning, peaceful location in which to study. They enjoy the quiet, focused environment that helps inspire young minds to achieve their goals. The wonderful surroundings at Ysgol Clywedog are what make our school unique.

## LEADERSHIP AND MANAGEMENT STRUCTURE

At Ysgol Clywedog we pride ourselves on the care given to all our students. The current school leadership team structure consists of the Headteacher, Deputy Headteacher, One Assistant Headteacher, three temporary Assistant Headteachers and a Business Manager.

## PASTORAL STRUCTURE

We have a very strong pastoral support structure in place. We have 5 teaching head of years who are assisted by assistant pastoral leads. Each Head of year manages a team of form tutors who are the first point of contact for parents and students alike. Our Student support hub is run by a dedicated team who monitor all aspect of student life from attendance and behaviour to nurture and support for any student who needs it.

## CURRICULUM

We are committed to developing the curriculum based on the principles and aspirations of the Curriculum for Wales. We are committed to ensuring that the curriculum offer is inclusive and appropriately engages and supports all learners, to achieve an individual level of success commensurate with ability, aptitude and ambition.

However, our curriculum at Ysgol Clywedog consists of far more than the lessons students enjoy every day. Clubs and activities make up the extra curricular programme that plays an important part in the education of young people. Our students have access to a wide range of provision which includes subject-based clubs, sports and activities, including local and regional matches and competitions. We encourage as many students as possible to take part in the programme and to share in the success that these activities provide.

## EXTRA-CURRICULAR

Our school is set in beautiful grounds in plain view of the wonderful backdrop of the Clywydian range. Blessed with an abundance of green space, sporting facilities and major ICT infrastructure we are able to offer a modern environment in which students can learn, develop and flourish.

The school is proud to offer facilities to develop talents in Art, Music, Drama and Sport, including a full Football Association sized 4G pitch. We are also fortunate to have a leisure centre and a 25m heated swimming pool which is used extensively during the school day but also for the community in the evenings.

## THE COMMUNITY

The Ysgol Clywedog Eco-Taskforce, started in 2019 by students of the school, aims to impact and improve the local and global environment. The group have so far planted over 250 native and rare breed trees, created an allotment providing fruit and vegetables for families that need help, worked with schools in Lebanon and Melilla to make educational videos and presented to the British Council and a TEDx talk. Some members of the group even travelled to Tanzania to help build schools and work on a Coral Reef restoration project. The group recently took delivery of a new apiary and will be collecting their first local honey this year.

## INTRODUCTION

**Position:** Headteacher

**Reporting to:** Wrexham County Borough Council and The Governing Body

**Stakeholders:** Students, Staff, Governors, Parents, Carers, Local Authority, Cluster Schools, Wrexham Secondary Schools, Businesses, Post 16 Education Providers.

This job description complements the standards and values identified in the Professional Standards for Teaching and Leadership of a Headteacher as specified in the School Teachers' Pay and Conditions (Wales) Document.

## JOB PURPOSE

The Headteacher will provide outstanding leadership and management of Ysgol Clywedog and will work closely with the Local Authority, Regional School Improvement Service (GwE) and stakeholders in order to create an educational environment that stimulates, supports and nurtures, enabling all students to attain their full potential.

## 1. STRATEGIC DIRECTION

- 1.1 Provide inspiring and purposeful leadership for the staff and students.
- 1.2 Be accountable for developing and implementing a shared vision and strategic improvement plan for Ysgol Clywedog, working in partnership with all stakeholders.
- 1.3 Be accountable for developing and implementing 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.
- 1.4 Work in partnership with the governing body, staff and parents to maintain the ethos and values which underpin the school.
- 1.5 Motivate and work with others to create and sustain a school ethos and learning environment conducive to effective learning.
- 1.6 Demonstrate the school vision and values in every day work and practice.
- 1.7 Review, develop, implement, monitor, evaluate and report on the performance of the school through relevant plans (e.g. strategic improvement plan, post inspection action plan) to secure continuous school improvement.
- 1.8 Monitor, evaluate and review, in collaboration with the governing body, the range, quality and impact of policies, priorities and progress against the school strategic improvement plan.
- 1.9 Ensure that management, finances, organisation and administration of the school support its vision and aims.
- 1.10 Ensure that school policies and practices take account of national, local and school requirements.
- 1.11 Ensure that all those involved in the school are committed to its aims, motivated to achieve them and actively engaged in meeting long, medium and short term objectives and targets which secure the educational success of the school.

## 2. PEDAGOGY

- 2.1 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.
- 2.2 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.
- 2.3 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.
- 2.4 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.
- 2.5 Develop and implement effective systems to monitor and evaluate the impact of learning experiences and learners' progress to bring about sustained improvement.
- 2.6 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.
- 2.7 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.
- 2.8 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.
- 2.9 Develop and maintain effective links with the community including businesses and industry, to extend the curriculum, enrich the school and its values to the wider community.
- 2.10 Contribute to the development of the education system by sharing effective practice, working in partnership with other schools and promoting innovative initiatives.

## 3. INCLUSION

- 3.1 Promote and ensure equity in academic, vocational and experiential learning routes.
- 3.2 Ensure a consistent, continual and inclusive 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.
- 3.3 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.

- 3.4 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.
- 3.5 Develop and maintain a culture of inclusion and high expectations for all students.
- 3.6 Establish a vision for the ALN Provision, which reflects the school's commitment to improve pupil achievement.
- 3.7 Ensure students transition between education settings, further study or work, includes the appropriate transfer of information between education settings about the learner's ALN.
- 3.8 Promote learners inclusion in school and ensure equity of access to the curriculum, facilities and extra-curricular activities.
- 3.9 Monitor the provision for mainstream ALN classes ensuring their curriculum is appropriate for ALN students' progress and pathways
- 3.10 Ensure that students with ALN have their needs appropriately identified and met, their independence promoted and that they are supported to make good progress and achieve their full potential.

#### **4. TEACHING AND LEARNING**

- 4.1 Demonstrate and articulate high expectations, setting stretching targets for all students.
- 4.2 Encourage a culture of challenge and support in which all students become engaged in their own learning to enable them to achieve their full potential
- 4.3 Ensure that students develop study skills in order to learn more effectively and with increasing independence.
- 4.4 Create and maintain an environment that promotes and secures excellent teaching, effective learning, high standards of achievement and behaviour.
- 4.5 Determine, organise, implement and monitor the curriculum and its assessment and ensure that statutory requirements are met.
- 4.6 Provide a curriculum that not only meets learners' and employers' needs but enables learners to develop as confident, capable and responsible individuals.
- 4.7 Determine, organise and implement a policy for the personal, social and moral development of students.
- 4.8 Monitor and evaluate the quality of teaching and learning and standards of achievement of all students in the school through appropriate methods, with an effective mechanism for challenging underperformance at all levels, ensuring corrective action and follow-up.
- 4.9 Determine and implement inclusive policies which promote equality of opportunity and access.
- 4.10 Determine and implement robust strategies which ensure excellent student behaviour and discipline and give support and clear guidance on exclusions.
- 4.11 Promote extra-curricular activities in accordance with the educational aims of the school.

## 5. LEADERSHIP AND MANAGEMENT

- 5.1 Develop and maintain a culture of high expectations for self and others.
- 5.2 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.
- 5.3 Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with conditions of employment.
- 5.4 Implement and sustain effective systems for the management of staff performance, incorporating performance management and target setting, taking appropriate action when performance or attendance is unsatisfactory.
- 5.5 Promote and monitor the continuing professional development of staff, including the induction of newly qualified teachers.
- 5.6 Ensure that professional duties are fulfilled, as specified in the Terms and Conditions of Service of teachers, including those of headteacher.
- 5.7 Participate in the arrangements made in accordance with the regulations for performance management and threshold assessment, and to participate in the identification of areas in which the headteacher would benefit from further training and undergoing such training.
- 5.8 Ensure sustained and focused professional learning for all staff, including self, framing professional growth within pedagogic practice, learner experiences and outcomes.
- 5.9 Ensure that a deputy headteacher or suitable person assumes responsibility for the discharge of the headteacher's function at any time when absent from school.
- 5.10 Develop strategies to promote excellent working relationships with governors, staff, students, parents/carers and the community.

## 6. EFFICIENT AND EFFECTIVE DEPLOYMENT OF STAFF AND RESOURCES

- 6.1 Work with governors and senior colleagues to recruit and retain staff of the highest quality.
- 6.2 Make arrangements for the security and effective supervision of the school buildings, their contents and the grounds.
- 6.3 Set appropriate priorities for expenditure, allocation of funds and effective administration and control, in partnership with the local authority and the governing body.
- 6.4 Manage and organise the accommodation efficiently and effectively to ensure it meets the needs of the curriculum, community use and health and safety regulations and any other relevant legal requirements.
- 6.5 Work with colleagues to deploy and develop all staff effectively in order to maintain and improve the quality of education provided.

- 6.6 Manage, monitor and review the range, quality and use of all available resources in order to improve the quality of education, improve students' achievements, ensure efficiency and secure value for money.
- 6.7 Ensure individual staff accountabilities are clearly defined, understood, agreed, reviewed and monitored.

## 7. ACCOUNTABILITY

- 7.1 Ensure students benefit from high standards of teaching and learning.
- 7.2 Develop and maintain an organisation in which all the staff recognise that they are accountable for the success of the school.
- 7.3 Present a coherent and accurate account of the school's performance in a form appropriate to the range of audiences, including governors, the Local Authority, GwE, the local community, Estyn and others to enable them to play their part effectively.
- 7.4 Ensure that parents and carers are well informed about the curriculum, attainment and progress and about the contribution they can make in supporting their child's learning and achieving the school's targets for improvement.
- 7.5 Provide information, objective advice and support to the Governing Body to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement, and for achieving efficiency and value for money.
- 7.6 Carry out any such duties as may be reasonably required by the Governing Body.

## 8. SAFEGUARDING

- 8.1 Clywedog is committed to safeguarding and promoting the welfare of children and young people and in fulfilling all related legal requirements and expects all staff and volunteers to share this commitment.

The job description should be read alongside the range of professional duties of Teachers and School Leaders as set out in Part 10 of the Teachers' Pay and Conditions Document. The post holder will be expected to undertake duties in line with the professional standards for qualified teachers and uphold the professional code of the General Teaching Council for Wales.

## Headteacher Person Specification

### SECTION 1 – Qualifications and Requirements

Criteria	Essential	Desirable	How Assessed
1.1 Qualified teacher status	*		A
1.2 Current head teacher or NPQH qualified	*		A
1.3 Substantial successful teaching experience	*		A / R
1.4 Successful senior leadership experience with evidence of raising standards	*		A / I / R
1.5 Wide experience in a number of schools and/or varied roles		*	A / R
1.6 Previous successful Headteacher experience		*	A / R

### SECTION 2 – Professional Experience and Knowledge

Criteria	Essential	Desirable	How Assessed
2.1 Evidence of effective strategic, financial and resource management	*		A / R
2.2 Evidence of a strong contribution to raising standards in current post	*		A / R
2.3 Excellent knowledge of the Estyn Inspection Framework, or equivalent	*		A / I
2.4 Experience as an Estyn inspector or equivalent		*	A / I
2.5 Experience of leading a school through a successful recent inspection		*	A / I
2.6 A clear understanding of staff development and the role of Performance Management in raising standards	*		A / I
2.7 Have a good understanding of the secondary curriculum in Wales and its future development	*		A / I

### SECTION 3 – Personal aptitudes, qualities and skills

Criteria	Essential	Desirable	How Assessed
3.1 Ability to plan strategically to deliver school vision, ethos and priorities	*		A / I
3.2 Ability to lead, influence and manage change	*		A / I
3.3 Ability to communicate, inspire and motivate staff, students and parents using excellent interpersonal skills	*		A / I / R
3.4 Proactive, innovative and versatile with high levels of resilience and integrity	*		A / I / R
3.5 Ability to reflect on own practice and manage own personal development	*		A / I
3.6 A commitment to the promotion of the ethos of the Welsh culture and language.	*		A / I

## Headteacher Person Specification

### SECTION 4 – Leadership and Management

Criteria	Essential	Desirable	How Assessed
4.1 A high profile role model with a strong visible presence that commands respect	*		A / I
4.2 Experience of working collaboratively with a Governing Body	*		A / I
4.3 Substantial experience of improving student behaviour and attendance	*		A / I
4.4 In-depth knowledge of safeguarding guidelines	*		A / I
4.5 Experience of and commitment to developing a vision for working with the wider community	*		A / I / R
4.6 A commitment to working in partnership with the local authority and regional school improvement service	*		A / I
4.7 Experience of working with other schools and commitment to collaborative working	*		A / I
4.8 Substantial experience of using school improvement planning to significantly impact on standards	*		A / I

### SECTION 5 – Leading Teaching and Learning

Criteria	Essential	Desirable	How Assessed
5.1 Ability to develop and maintain positive working relationships	*		A / I
5.2 Ability to monitor, evaluate and improve performance while sustaining staff motivation	*		A / I
5.3 Experience of developing and leading curriculum initiatives	*		A / I
5.4 A commitment to student-centred, inclusive education	*		A / I
5.5 Experience of promoting the role of parents in their child's education	*		A / I

### SECTION 6 -Securing Accountability

Criteria	Essential	Desirable	How Assessed
6.1 Experience of managing rigorous internal and external reviews	*		A / I
6.2 Experience of securing improved outcomes by working with Governing Bodies	*		A / I
6.3 Experience of successfully working with a school improvement professional or similar person to raise standards	*		A / I

A: Application/Letter of Application

I: Interview

R: Reference



To apply please visit : [Wrexham CBC Vacancies](#)

If you would like further information, please do not hesitate to contact:

Chair of Governors: Paula Wood

E: [paula.wood@clywedog.org](mailto:paula.wood@clywedog.org) (Chair of Governors)

Wrexham Local Authority Secondary Officer: Rachael Southwell

E: [Rachael.southwell@wrexham.gov.uk](mailto:Rachael.southwell@wrexham.gov.uk) T: 01978 295457 M: 07880 462107