



The Bishop of Llandaff CiW High School  
Ysgol Uwchradd Esgob Llandâf

# ***Teacher of Additional Learning Needs (Primary or Secondary Specialist)***

**Required September 2021**

**Salary up to £41,604\***



THE BISHOP OF LLANDAFF + CALDICOT

**PARTNERSHIP**

Together we can do great things



## Useful Statistical Information

**Age Range** 11-18

**NOR** 1,250

**% eFSM** 8.7%

**% SEN** 6.1%

**% EAL** 2.4%

**Student Teacher Ratio** 16.9

## GCSE Results, 2020

**5A\* - C inc. EM** 91%

**5A\* - C** 99%

**5A\* - A** 52%

**Capped Points Score** 447

## A Level Results, 2020

**3 A\* - A** 35%

**3 A\* - C** 88%



# Introduction

## Welcome to The Bishop of Llandaff

**Thank you for your interest in the role currently advertised at our school. We felt helpful if we provided you with a personal perspective of the school to help you decide whether or not this is a place where you feel you would be happy, thrive and be able to contribute.**

Located in picturesque Llandaff, the school offers a faith-based education to students across the city of Cardiff and beyond. We are a co-educational 11-18 school with more than 1300 students, which includes around 300 within our sixth form. Standards of achievement at all levels are exceptionally high. We consistently perform amongst the best in the UK.

While we are proud of our academic achievements, the school is much more than the outcomes students achieve. A great deal of emphasis is placed on extra-curricular life at The Bishop of Llandaff and beyond the formal curriculum there are numerous opportunities for students to develop their skills in creative and expressive arts, languages and sport. A significant number of our students achieve a Duke of Edinburgh award, while there are a wealth of educational visits and trips, both nationally and internationally which cater for all.

Students and staff enjoy very good working relationships, which helps make the school a great place to work and learn. The students, as you will see for yourself should you visit, are happy, articulate, hard-working and positive about the school. They are a genuine asset to our community and are, on the whole, an absolute delight! In addition, we have an exceptionally talented group of teaching and support staff who work tirelessly to ensure students have the best possible start in life.

Our families are unstinting in their support of the school, while our governors provide highly effective support to help strengthen the opportunities and experiences available to all our students.

**A culture of extremely high expectations permeates all aspects of school life**

Estyn

As a school, we work tirelessly to ensure that everyone is well cared for and, as a result, we laugh a lot and we really enjoy coming to work/school.

At our last inspection by Estyn and the Diocesan Authorities, we were judged to be “excellent” in every category. Both praised the school for its work. While we were obviously delighted with this recognition, as a school committed to continuous improvement... we don’t think we have cracked it! The school has used this experience as a platform for further development and we will leave no stone unturned in our pursuit of delivering an exceptional education for the students in our care.

We have the highest expectations of/for all who work and learn at the school. Therefore, we are only looking to appoint the finest staff to work with our students. This is what they deserve! The ideal candidate for the role will be energetic, enthusiastic, ambitious and an excellent practitioner. We are committed to growing tomorrow’s leaders we will expose you to the highest quality of professional development which will enable you to progress to the next step in your career.

If you would like to come and see us in action, please feel free to make an appointment with Leah Pucknell, PA to Executive Headteacher/Head of School. We are open to visitors every day.

The very best of luck with your application and we very much hope to meet you soon!

**Marc Belli**  
**Executive Headteacher**

**Sarah Parry**  
**Head of School**





# About Us

## Vision, Ethos and Values

**The Bishop of Llandaff was founded in the 1960s to provide a faith-based experience to families within Llandaff, the wider areas of Cardiff and beyond. Our aim is to ensure our students have the best start in life by providing them with an outstanding education! We believe this is achieved by ensuring our students succeed academically; develop the broad range of skills necessary to prepare them for adult life; and by nurturing a core set of moral values which enable each individual to become outstanding citizens of our ever-changing world. As a community rooted in faith and values, we believe school is a place where students, and staff, are able to find and develop their God-given talents.**

Our school is heavily oversubscribed with around four applicants for each place available. Each year group is made up of at least 180 students, with 150 of these places reserved for 'foundation' places. These are predominantly made up of students from a Christian background. However, there are students who attend the school from all world faiths. In addition, the school reserves up to 30 places for those who live within the community but do not necessarily have a faith background.

We seek to prepare each student to develop the skills, attributes and character to be a successful member of God's Kingdom on earth. Our mission and core purpose clearly shapes our behaviours and actions in supporting each person to become the "best version of themselves", as called by God.

***Our mission is to be a Christian school which welcomes students of all faiths and those with no faith background. We fully celebrate all forms of diversity as we firmly believe this enriches our school and strengthens the bonds between us. We believe that each member of our community is on a path of self-discovery, growing to know themselves "as they are fully known" in the image and likeness of God. We provide a forgiving and loving environment for all our students, where everyone is respected and treated equally.***

***Our core purpose is to enable all our students to know themselves and to do good in our world by living out our gospel values of LOVE, ACCEPTANCE, RESPONSIBILITY and FORGIVENESS. This environment encourages each student to reach their full potential and nurture God-given talents.***



**Collective worship acts as the heartbeat of the school, offering students engaging and inspiring experiences**

Section 50





# School Performance

*A culture of high expectations in all that we do*



***The school is excellent at developing person qualities and achievements***

Section 50

**The Bishop of Llandaff is a happy and thriving school. Results are consistently well above modelled expectations across all key stages. As a result, each year students achieve outcomes which places the school amongst the very best in the country, both in raw and value-added terms.**

We are very proud of the efforts of our students and staff. However, our staff work tirelessly to build on our successes and to help raise performance where this may be needed so that students achieve their full potential.

In 2020, 99% of students achieved 5 or more A\*-C grades at GCSE, with 91% including English and mathematics. Impressively, more than a half of students achieved 5 or more A\*-A grades, with a capped points score (across the best 9 subjects, which include a mixture of core and non-core subjects) of 447. This is the equivalent to, on average, every child achieving at least 9 B grades. These results, which include our autistic resource base, place the school well above the average performance within the city of Cardiff, nationally and against schools of a similar profile.

At A level, outcomes were also very strong, with a third of students achieving 3 or more A\*-A grades, with 85% of students achieving 3 or more A\*-C grades. Many of these students left us to continue their studies at university throughout the country (and some abroad on full scholarships). However, we are most proud that every one of our students had a progression route to the next stage of their lives, regardless of pathway.

During the spring of 2018, the school was inspected by Estyn and later, in the summer term, by the Church in Wales. For each visit, the school received "excellent" judgements in every category of the inspection frameworks. To access the inspection reports click on the highlighted links: **Estyn Report**; **Diocesan Report**.

In December 2019, the school was awarded "World-Class School Quality Mark", the first and, to date, the only education provider in Wales to achieve this accreditation. As a school, we are pleased that the efforts of everyone connected with the school community by both the wider education and faith community is recognised. However, the culture at The Bishop of Llandaff is one of continuous improvement and these accolades are part of our school 'journey' rather than being viewed as the 'destination'.

# Benefits

## *What we offer as an employer*

**We want to ensure that we attract the very best staff to work at The Bishop of Llandaff to support our ambitious vision for the school and, most importantly, for all of our students. However, we also do all that we can to be an exemplar employer and we are pleased to offer a number of benefits to all staff.**

The school actively seeks to invest in the **highest quality of training** for all teaching and support staff. A significant number of our teachers are involved in classroom based action research, identifying the most effective strategies to impact positively on the outcomes and provision for students. This work is shared systematically across the school.

We have an extremely supportive Governing Body that works closely with the Executive Headteacher, leadership team and other school staff to promote high standards of educational achievement and to drive the strategic direction of the school. We have a committed team of talented staff, and a vibrant community of aspirational and hard-working students.

We have **strong relationships** with the Local Authority, Diocese of Llandaff, Central South Consortia and Welsh Government. The Bishop of Llandaff is a forward thinking community and constantly working with other schools to identify and implement the most effective strategies to raise standards.

Employees of The Bishop of Llandaff have access to a number of other **benefits**. These include access to a dry cleaning services; MOT repair support; free refreshments, such as tea and coffee throughout the day; as well as full and free access to the school's fitness suite. We also allocate more than the minimum 10% planning and preparation time for teaching staff to ensure they have sufficient time to plan engaging lessons, as well as providing a laptop. We work tirelessly to be an employer that invests in staff. As a result, staff are happy, motivated and successful.

As an equal opportunity employer, we welcome applications from all sections of the community irrespective of race, gender, sexual orientation, disability, religion or age.

**The Bishop of Llandaff is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Consequently, all employment opportunities at the school are subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS).**



***Leaders demonstrate its strong appreciation of the commitment of staff. This has resulted in a highly motivated team that aims for continuous improvement***

Estyn



# Welsh Capital

## Living and working in Cardiff



**Cardiff is a unique capital which offers the infrastructure expected of any modern capital whilst at the same time boasting an enviable quality of life. Cardiff's residents believe the city is one of Europe's best as a place to live and work.**



**Cardiff is considered the 'third best' capital city in Europe**  
European Union Survey

For a capital city, Cardiff is compact and manageable. It has excellent employment opportunities, has experienced significant growth in employment and offers a range of large national and multi-national employers, based in and around the city-region. As the capital of Wales, Cardiff benefits from large employers such as the Assembly Government, Cardiff Council and NHS Wales as well as many UK and Welsh headquarters for organisations such as the BBC and charities such as Barnardos.

### Travel

Getting around is quick and easy making the daily commute less of a chore, and you can access all the facilities expected of any modern capital without the stresses and strains of life in an over-populated concrete jungle. The world has woken up to Cardiff as a superb convention destination. It's a young capital city that is compact, vibrant, cosmopolitan - and great value for money. Over the past decade Cardiff has been completely rejuvenated, building on its history to become the dynamic capital of Wales. As well as this, Cardiff is the closest capital to London being just 2 hours away; while it is also 2 hours to Birmingham and only 35 minutes to Bristol. Fairwater train station is within a 5 minute walk from the school gates, while Cardiff Airport is only 15 minutes away.

### Events

Cardiff is a designated Centre of Culture with world-class performance venues that attract thousands of visitors each year.

The Wales Millennium Centre, St David's Hall and the New Theatre look after the big set pieces in the performing arts.

Chapter Arts Centre and the Sherman Theatre offer an alternative buzz. The capital boasts international sporting, music and cultural events. With venues such as the Millennium Stadium and the Wales Millennium Centre as well as the Motorpoint Arena Cardiff and St David's Hall, Cardiff can lay claim to some of the best events the UK has to offer. Cardiff hosts a range of international and regional events, attracting people of all ages and tastes. From world famous artists, international sporting events, to local food & drink festivals, there will always be something to keep you busy.



# Information

## About the role and team

### Inclusion Department

The inclusion department is one of the largest in the school and supports a wide range of students with additional learning needs. At present, there are approximately 170 students who are on the inclusion register. These include students who are at School Action; School Action+; as well as those students who have a statement of educational need.

This is an additional role to the existing team structure. The role is designed to support students, at key stage 3 (and potentially key stage 4) to make accelerated progress, particularly in literacy and numeracy. While working as part of the inclusion team, under the leadership of the Head of Inclusion, and based in F Block it is anticipated that the appointed person would also be expected to work closely with the heads of department in identified subject areas (such as English; mathematics and science) to help develop suitable programmes to enable students to make the necessary progress, as part of the timetabled addition support. This support, on either a 1:1 or small group basis, are likely to take place during morning registration and via withdrawal from scheduled lessons.

The role would suit a newly qualified primary or secondary specialist searching for their first position; or an experienced teacher who is looking for a fresh challenge. All new members of staff receive a very strong programme of induction, which includes an allocated member of staff to support with the operational elements of joining a new school, as well as a tailored support package to meet individual needs.

### Job Description

#### Job Title

Teacher of Additional Learning Needs

#### Salary Scale

Salary up to £41,604 (Equivalent to UPS3)

#### Line Manager

Head of Inclusion

#### Job Purpose

To provide high quality teaching to raise student achievement within designated groups of students, commensurate with their individual starting point; and to provide pastoral care and spiritual growth opportunities to all students.

#### Key Responsibilities

##### As a classroom teacher

- To undertake any and all duties as laid out in the School Teachers Pay and Conditions Document; and professional standards for teaching and leadership (Wales);
- To plan and prepare lessons, schemes of work and assessment materials;



**Overall, the quality of teaching across the school is 'excellent'**

Estyn





- To teach, according to their educational needs, students assigned to allocated classes, utilising key skills as appropriate;
- To control and oversee the storage of books and other resources required for class usage;
- To ensure positive behaviour management in accordance with agreed school policies, including the administration of rewards;
- To set homework in accordance with agreed whole school and departmental policies;
- To monitor and assess student performance so that targets can be set for individual student improvement, including IDPs and One Page Profiles;
- To report to parents in accordance with the whole school policy;
- To take registers for each lesson;
- To contribute to departmental meetings, discussions and management systems necessary to co-ordinate the work of the department and integrate this into the work of the whole school;
- To participate in the Performance Management Review cycle as per the school policy.

#### **As a form tutor**

- To take the register each morning session and lead the daily act of worship;
- To provide general support and guidance to students and monitor performance in accordance with the school's policies;
- To monitor students' attendance and conduct and liaise with Heads of Year, Attendance Officer and Chaplain;
- To liaise with parents regarding issues as they arise; and
- To complete student reports in accordance with the schools policy on Assessment and Reporting.
- 

#### **Other**

- To undertake any other duties, commensurate with the grade, as reasonably requested by the Executive Headteacher/Head of School.

### **Person Specification**

The successful candidate will have the following key skills, experience and attributes

#### **Qualifications and experience**

- A subject specific degree;
- Qualified teacher status (EWC registration or equivalent);
- The potential to be recognised as an 'outstanding' classroom practitioner;
- An ability to be able to teach subject to all ages and abilities; and
- A proven track record of success in developing relationships with students, staff and parents.

#### **Knowledge, skills and ability**

- Good knowledge and appreciation of the varying needs of students;
- The ability, patience and perseverance to support students with misconceptions and lack of understanding;
- An awareness of the most effective developments in teaching and their impact on attainment;
- The intellect, passion and energy to enthuse and inspire students;
- A commitment to the pursuit of academic excellence and achieving the highest possible standards for students of all abilities; and
- Commitment to partnership working and engaging meaningfully with other professionals

#### **Personal Qualities**

- Commitment to the ethos, values and objectives of The Bishop of Llandaff;
- A strong commitment to the wellbeing of all students;
- A passion for innovation and excellence in education;
- Ambitious, with a clear commitment to own professional development;
- Efficient, organised and confident;
- Capacity of hard work;
- Robust and enthusiastic, seeking to do what is best for the students; and
- Warm, caring and empathetic.



# Partnership

*Together we can do great things*



***Value for money is a measure of how well resources are being used to achieve intended outcomes. The inescapable conclusion is that the partnership provides 'excellent' value for money***

Independent Review of Partnership

**In June 2019, The Bishop of Llandaff and Caldicot School in Monmouthshire entered into a partnership agreement, which included a shared model of executive leadership. While each school retains its unique status, through collaboration *not* competition, the partnership is designed to develop the most effective practice in each school to secure the best provision, leadership and, ultimately, outcomes for both.**

Our joint aims and aspirations seek to

- Provide clear benefits for the children of both schools;
- Share and develop staff expertise across both schools;
- Enable both schools, individually and collectively, to develop new and innovative ways of working;
- Raise the aspirations of students, staff, parents and governors; and
- Secure and sustain strong strategic leadership.

The guiding principle of this partnership is that both individual school maintains and develops their individual characters, ethos and distinctiveness. However, each will seek to use their differences to enhance the experience for children from both schools.

## **Leadership Structure**

The Executive Headteacher has overall accountability for the strategic direction and performance of both schools. He shares his time across both school sites, working closely with school leaders, governors and staff to ensure the schools, individually, and as a collective, are performing in line with expectations. Each school has its own Head of School, who is responsible for the day-to-day leadership and management of the school.

## **Governance**

Both schools maintain separate governing bodies who will exercise their own statutory roles and responsibilities. However, a Joint Partnership Committee ("The Partnership Committee"), with clear terms of reference, to oversee the performance of the partnership and Executive Headteacher.



# Next Steps

## Find out more

### Method of Appointment

Please apply by **completing the appropriate application form** and, in no more than two sides of A4, write a **supporting statement** which meets the personal specification and outlines your

- **reasons for applying** for this position and an explanation of what you will bring to the role;
- **experiences to date** which, you feel, make you a suitable candidate for this role; and
- **strengths**, both personally and professionally.

All applications should be completed electronically and sent by email to Leah Pucknell, Executive Assistant, [pucknell@bishopofllandaff.org](mailto:pucknell@bishopofllandaff.org) marked for the attention of Marc Belli, Executive Headteacher.

If you have not heard from the school within one week of the short-listing then the selection panel would have chosen other candidates, who they believe, best fit the profile for this post. While the school ensures all short-listed candidates receive feedback on their performance, unfortunately, the school is not able to provide feedback on other applications.

### References

You are asked to give the names of two referees, one of which should be your current Headteacher/employer. We will contact the referees of short-listed candidates prior to interview.

### Recruitment Timeline

<b>Closing Date</b>	12.00pm on 4 <sup>th</sup> March 2021;
<b>Short-listing</b>	4 <sup>th</sup> March 2021;
<b>Interview</b>	Week Commencing 8 <sup>th</sup> March 2021;
<b>Start Date</b>	1 <sup>st</sup> September 2021).

### Contact Details

The Bishop of Llandaff CiW High School  
Rookwood Close  
Llandaff  
Cardiff  
CF5 2NR

### Website

[www.bishopofllandaff.org](http://www.bishopofllandaff.org)

### Twitter

@bishop\_llandaff



*The Bishop of Llandaff is an amazing school. I can't thank you (the school) enough for the support you have given my son. I firmly believe the staff put the children first and encourage them to be mature and develop without using a "big stick". The results the school achieves speak for themselves*

Parent



***Students make outstanding progress in their subject knowledge and skills. Outcomes in key stage 4 are substantially higher than those in similar schools in nearly all indicators***

Estyn





