

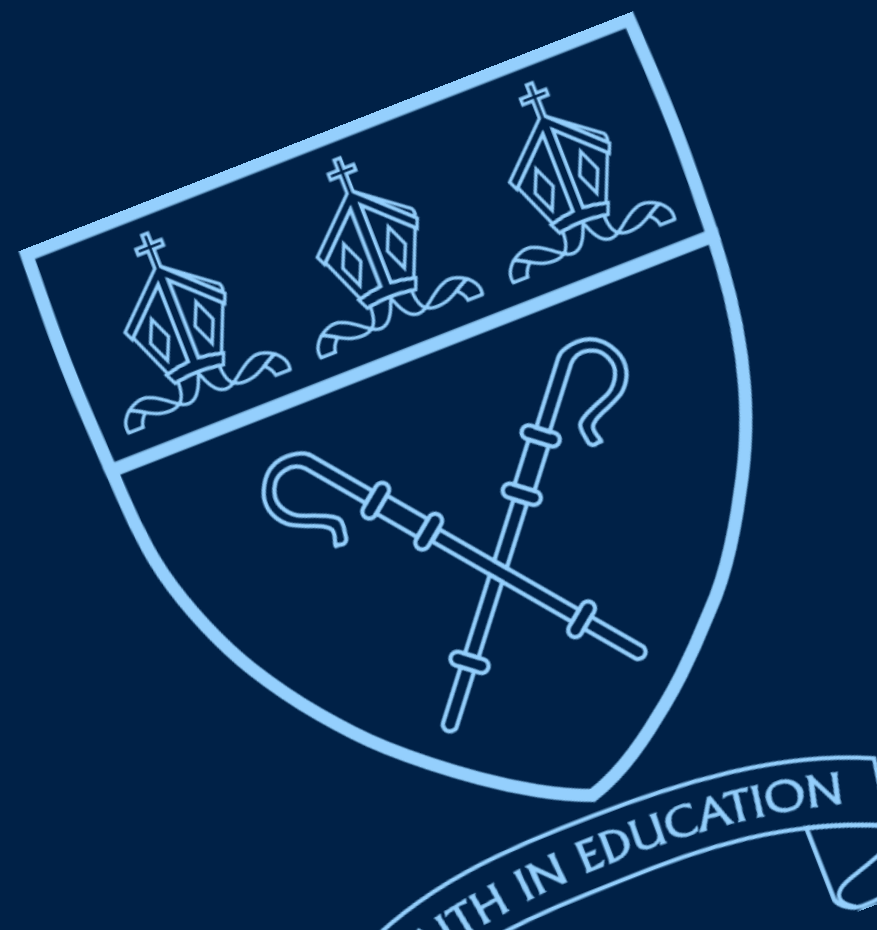


The Bishop of Llandaff CiW High School
Ysgol Uwchradd Esgob Llandâf



Head of Welsh

Required September 2020 • Salary up to £47,266*



Welcome

Thank you for your interest in the **Head of Welsh** post currently advertised at the school.

We want our students to have the best start in life by providing them with an outstanding education! We aspire for all our students to succeed academically; develop the broad range of skills necessary to prepare them for adult life; and become outstanding citizens of our ever-changing world. We hope to contribute to the long-term happiness of each child by providing them with a first-class experience at school.

Standards of achievement at all levels at The Bishop of Llandaff are exceptionally high. Our school consistently performs amongst the best in the UK. However, the school is much more than the outcomes students achieve. A great deal of emphasis is placed upon 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 strong 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 on the whole happy, articulate, hard-working and very positive about the school. They are a genuine asset to our community and are, in my view, 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. 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.

Both Estyn and diocesan authorities last inspected the school in spring 2018, where we were awarded “excellent” in each category in both frameworks. Furthermore, in December 2019 we were accredited World Class School status, a quality mark that recognises the outstanding talents and ability of our students and staff. While we are obviously pleased with these accolades, as a school committed to continuous improvement, we do not think we have cracked it! The school has used these experiences 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 and, in return for at least two years' hard work and good service, 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 my PA, Leah Pucknell. We are open to visitors every day. I wish you the very best of luck with your application and I hope to meet you soon!

Marc Belli
Executive Headteacher





About the school

The Bishop of Llandaff is an 11-18 Church in Wales High School with over 1300 students on roll including 300 in the sixth form. The school is located in picturesque Llandaff and provides a faith-based education to families across the city of Cardiff, as well as neighbouring areas, including The Vale of Glamorgan, Bridgend and Pontypridd. Built in the 1960s, the school site reflects its age. However, while there are some areas of the site which require modernisation, the members of our community which make up the school, we feel, make it a great place to learn and achieve. Furthermore, over the last four years we have invested heavily in technology and made best use of the site despite its restrictions. The school has a very strong reputation and as a result is heavily over-subscribed in all year groups.

In 2018, the school was inspected by Estyn and received 'excellent' judgements in all areas of the common inspection framework. A copy of the report can be accessed via the following link [Estyn report](#)

The school has a successful track record of supporting and working in partnership with other schools.

As a regional hub within Central South Consortia, the school provides cross-phase programmes covering areas within leadership, curriculum developments and learning and teaching. In addition, the school is an English curriculum hub school supporting secondary schools to help raise standards at key stage 4 and key stage 5.



A culture of extremely high expectations permeates all

Role

Welsh is a core subject at the school and is popular amongst students. At key stage 3, students receive four (50-minute) lessons per fortnight, with five lessons at key stage 4. Standards within Welsh as a second language is very strong. Across all key stages, performance at all levels is very high, consistently achieving positive value added (against both FFT estimates and ALPS).

The department is located in A block with three dedicated classrooms, fully equipped with interactive technology, printing facilities and visualizers. The quality of teaching within the faculty is very strong. All teachers are subject specialists and have a good range of teaching experience.

The department plays a key role in supporting the development of Welsh language and culture at The Bishop of Llandaff. This includes the school's *Tocyn iaith* language development rewards system through to the *Clebryn Cymraeg*, Welsh language ambassadors. The annual Eisteddfod is a key feature of the school calendar, which involves all year groups and each department participates. As a result, the school is very proud of its contribution to the development of its distinct Welsh heritage.

The role has arisen as a result of the planned retirement of the current post-holder who has served the school for more than three decades. Therefore, we are looking for someone to build on the existing strengths while seeking to introduce further new ideas. This is a perfect opportunity for someone looking for their first curriculum leadership role or, similarly, a more experienced leader of Welsh search for a new opportunity in a new context.

Ethos

As a faith community, The Bishop of Llandaff seeks to be a unique place of learning where students (and staff) develop their God-given talents and gifts. The school is fully committed to the principles of openness and acceptance, tolerance and forgiveness. These values and attitudes help shape the formation of all who work and learn at the school and the uniqueness of each individual is celebrated.

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.

As an equal opportunities employer, the school appoints members of staff who, whatever their own beliefs, and backgrounds, will actively support its mission and ethos. The school develops its distinctive Christian character through learning, religious education, prayer, worship and action.

School Mission and Core Purpose

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".

**Worship is a dynamic part
of every school day, far
more than is usual in a
secondary school**

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Outcomes in key stage 4 are substantially higher than

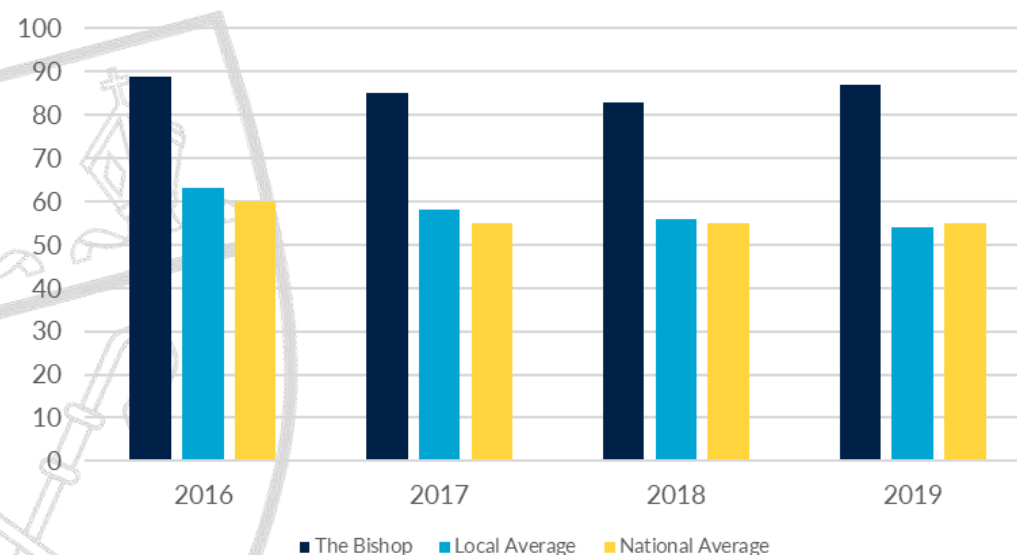
School performance

The Bishop of Llandaff consistently performs above local and national averages at all key stages. We are very proud of the efforts of our students and staff. However, staff work tirelessly to build on our successes and raise performance where needed to help make the school the best in Wales. Performance against nearly all indicators consistently places the school in the top 25% of similar schools (based on free school meals entitlement).

GCSE Results

In 2019, 98% of students achieved 5 or more A*-C grades at GCSE, with 87% including English Language and mathematics. These results, which include our autistic resource base, place the school well above the average performance within the city of Cardiff and nationally.

% 5 or more A*-C including English and mathematics*



*comparative performance prior to reformed qualifications and measures introduced in 2017. Therefore, it is not possible to make meaningful comparisons between old and new key performance measures.

AS/A Level Results

In the sixth form, examination results are very strong. The school consistently performs better than the national average and when compared to similar schools against all important indicators.

Each year, a high proportion of our students gain places at Russell Group universities as well as Oxbridge. We have a strong track-record of students gaining places to read medicine and veterinary science. Our high quality support helps ensure all students are prepared to progress to university or work.

Job description

Job Title Head of Welsh

CONTRACT DETAILS

Salary Scale Salary up to £47,266*
* Equivalent to UPS3 & TLR 2c

LINE MANAGER

Assistant Head

JOB PURPOSE

To provide high quality leadership to the department to raise student achievement and provide appropriate support to members of the department to maximise the delivery of learning and teaching.

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;
- 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 IEPs;
- 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 Pastoral Liaison Officer;
- To liaise with parents regarding issues as they arise;
- To complete student reports in accordance with the schools policy on Assessment and Reporting;
- To deliver and contribute to the planning of PSE lessons as part of published scheme of work.

Overall, the quality of
teaching across the



Job description continued...

ADDITIONAL RESPONSIBILITIES

Head of Welsh (TLR2c)

Standards

- To monitor and evaluate the quality of learning and teaching; standards of attainment and performance within the faculty;
- To be accountable for standards across all key stages, providing accurate and consistent assessment data;
- To be accountable for raising and sustaining the quality of teaching and learning within the department;
- To write departmental self-evaluations and improvement plans as per school policy;
- To conduct lesson observations as a means of sharing best practice and coaching;
- To ensure a positive climate for learning;
- To have high expectations of self, staff and students;
- To use data analysis to track student performance and that of teachers;
- To ensure marking and assessment is consistent across the department to ensure this follows whole school policies;
- To ensure reporting complies with whole school policies;
- To lead the planning of schemes of work at all key stages to maximise the learning opportunities of students of all abilities;
- To identify training needs of staff within the department;
- To organise the structure of teaching throughout the department;
- To meet the needs of students, including the management of behaviour and its impact on learning within the department; and
- To plan and implement educational enhancement opportunities, including 'revision classes' and 'visits' etc.

Performance Management

- To line manage members of the department team and monitor the totality of performance;
- To use comparative data to identify trends in performance;
- To ensure up-to-date knowledge in terms of teaching pedagogy, subject specific and national strategies to enhance student achievement;
- To ensure all statutory requirements are met; and
- To demonstrate a clear commitment to own professional development.

Personnel

- To participate in the selection of new staff (where appropriate);
- To delegate duties and responsibilities to ensure staff development and value for money;
- To provide a positive role model to students and staff;
- To take a strong lead on pedagogy/methodology;
- To support, guide and motivate departmental team and support staff;
- To secure the commitment of the departmental team through effective leadership; and
- To chair meetings and embrace teamwork.

Other

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



**Schools that achieve the
World Class Quality Mark will
be in a position to rival the
best schools internationally**
World Class Schools Charity

Personal 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) with suitable teaching experience;
- Recognised as an existing 'outstanding' classroom practitioner within and beyond own context;
- A proven track record as securing high outcomes at both GCSE and AS/A2 level;
- A proven track record of success in developing relationships with students, staff and parents; and
- Experience of successfully working with other staff to improve their classroom practice.

KNOWLEDGE, SKILLS AND ABILITY

- Firm knowledge and understanding of the of WJEC specifications at both GCSE and AS/A2 level;
- Outstanding communicator in both English and Welsh (both written and verbal);
- An awareness of the most effective developments in teaching and their impact on attainment;
- The intellect, passion and energy to enthuse and inspire staff and students;
- A commitment to the pursuit of academic excellence and achieving the highest possible standards;
- Commitment to partnership working and engaging meaningfully with staff in school and beyond; and
- Excellent decision-making and problem solving skills.

PERSONAL

- 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.

Employment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS). 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.

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 school is excellent
at developing person
qualities and
achievements**

Section 50



Living 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 itself is a 'city of parks' with more green space per person than any other Core UK city and has been described as the 'epitome of cool' by the renowned Lonely Planet travel guide. Visitors and residents alike enjoy a varied social life including the hustle and bustle of the city centre and the relaxed contemporary dining and bars in Cardiff Bay. Cardiff offers all of the features and benefits of a capital city, at a low cost, compared not only to other capital cities, but to other Core Cities in the UK.

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 is 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.

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

European Union Survey

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 a supportive Governing Body that works closely with the 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, regional 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 dry cleaning services; MOT repair support; as well as full and free access to the school's fitness suite. We work tirelessly to be an employer that invests in staff. As a result, staff are happy, motivated and successful.

Method of Appointment

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

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

All applications should be completed electronically and sent to Leah Pucknell, PA to Executive Head/Head of School at pucknell@bishopofllandaff.org FAO Marc Belli, Executive Headteacher.

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

Closing Date	22 nd January 2020;
Short-listing	22 nd January 2020;
Interview Date	Wednesday 29 th January 2020; and
Start Date	September 2020.

Leaders demonstrate its strong appreciation of the commitment of staff. This has resulted





The Bishop of Llandaff CiW High School

Rookwood Close

Llandaff

Cardiff

CF5 2NR

Website: www.bishopofllandaff.org

Twitter: @bishop_llandaff

Useful Statistical Information

Age Range 11-18

NOR 1,300

% eFSM 8.7%

% SEN 6.1%

% EAL 2.4%

Student Teacher Ratio 16.5

GCSE Results

5A*-C inc. En/Ma 87%

5A*-C 98%

5A*-A 48%

Capped Points Score 449

A Level Results

A*-A 34%

A*-B 63%

A*-C 85%

A*-E 99%