



Monmouth Ysgol Gyfun
Comprehensive School **Trefynwy**

Recruitment Pack

Deputy Headteacher



Contents

Letter from the Headteacher	p3
The role	p4
Our community	p5
Job Description	p6
Person Specification	p8
Further information & how to apply	p10

[Click here](#) for our Deputy Headteacher recruitment microsite.

Dear Prospective Applicant,

Thank you for your interest in this role. This is an exciting opportunity to join Monmouth Comprehensive School at a time of immense change for education in Wales. The successful candidate will play a vital part in not only us realising our intensely ambitious plans for our school, but also in contributing to the shaping of Welsh education for years to come. I hope that this recruitment pack gives you a good idea of our school, our values and our ambitions for the future.

We are an over-subscribed comprehensive secondary school of around 1,700 students and 160 staff, including an exceptionally popular and successful Sixth Form of around 400 students and a Special Needs Resource Base of around 70 students. We are located in the centre of Monmouth, and we serve the local community as well as other nearby areas in both Wales and England. We have the benefit of a magnificent new school building that was completed 2 years ago under the 21st Century Schools programme. It is a wonderful modern facility that has education at its heart.

Our school community is founded upon shared values, honesty and mutual respect. Our culture of continuous improvement is driven by transparency, open staff dialogue, and regular student and parent voice. We are a happy and successful school, and one that recognises the transformative nature of education for our local community and wider society.

We are both inclusive and ambitious for all of our students, and we have exceptionally high standards in all areas of school life. We are absolutely determined to become the equal of the very best schools in the country and the whole of the UK, and this role is a foundational part of that ambition.

For further information about us please contact us or visit our existing website (a new website is under construction). If you have any questions about the role or would like a confidential conversation with me then please feel free to contact Sarah Bradley to arrange this - by phone on 01600 775173 or by email at sarah.bradley@monmouth.schoolsedu.org.uk. I encourage you to get in touch.

We look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification, and whose experiences also place them in a strong position to deliver the challenges set out in the job description. Thank you again for your interest.

Yours sincerely,



Hugo Hutchison

Headteacher

The Role

The role is a tremendously important part of setting the strategic direction of the school and leading the continued improvement of MCS to become the equal of the very best schools in the country. Working with the Headteacher and the Senior Leadership Team, you will lead not only on specific areas but more widely on the culture and standards across the school as the sole Deputy Headteacher.

The successful candidate will have a relentless focus on what is required to continue to improve all aspects of our work so that we deliver an exceptional standard of education for every student in our school. This level of responsibility requires a keen eye for detail as well as the ability always to keep the wider picture in mind.

Whilst the exact portfolio of responsibilities will depend on the experience of the successful candidate, the remit will include curriculum, staffing and line management of several faculties.

Curriculum is perhaps the most significant current national education project that exists today in Wales, and as such is a fantastic opportunity for the Deputy Headteacher to shape our educational provision for years to come. The direction that we take in the next 18 months prior to the statutory launch date of September 2022 will be led by the successful candidate. They will work with subject experts and others to ensure that we develop a curriculum that is rooted in knowledge as well as purpose, and that provides an exceptional standard of education for all of our students.

Curriculum strategy and direction is the driving force for and the genesis of pedagogy. We do not advocate a single way to teach; instead we focus on ensuring that our breadth of practice is rooted in a research-informed approach. The Deputy Headteacher takes a leading role alongside other leaders in the school in promoting and supporting the use of research evidence in order to develop our provision.

Staffing and timetabling is closely intertwined with curriculum delivery, and as such the role has oversight of this, leading the curriculum support team as well as liaising with Heads of Faculty.

Our community

A deep-set commitment to student voice runs through MCS. As well as an elected School Council, a Student Leadership Team is appointed every year. This team works closely with a group of prefects on projects within the school and in the local community. They also co-ordinate with other local schools on major events such as Monmouth's Got Talent and the Monmouth Literature Festival.

Our families and our local community are exceptionally supportive and welcoming. MCS Friends supports through fundraising and other activities; our magnificent new school building is a community hub as well as a school, hosting concerts, plays, cultural events and other activities. We adjoin Monmouth Leisure Centre, which also gives us first-class sport facilities for our students and staff.

Our Governing Body is comprised of members who have a wide range of experience in education, commerce, law and other sectors. Many of them are also parents of existing or ex-students.

Our school site is spacious and exceptionally well resourced. We have the benefit of a brand new school building that was designed with education at its core, and that reflects our values as well as our educational ethos. We are able to invite prospective candidates in for a socially distanced visit to get a sense of the site and our school community.

We are privileged to work and live in an exceptionally beautiful part of the world. Monmouth is situated adjacent to the River Wye, which is the central thread of the Wye Valley Area of Outstanding Natural Beauty. The Brecon Beacons National Park is 10 miles away. The school is also very conveniently situated for staff who choose to live in areas such as Cardiff or Hereford.

Job Description

Title of post: Deputy Headteacher

Salary Grade Range: L26 £78,025 – L30 £86,061

This job description should be read in conjunction with the duties of a Deputy Headteacher as set out in the current School Teacher's Pay and Conditions Document.

1. Relationships

- 1.1 The postholder is directly responsible to the Headteacher.
- 1.2 The postholder line manages designated members of staff.
- 1.3 The postholder works on a professional level with all colleagues (externally and internally) as appropriate to establish and maintain productive relationships.
- 1.4 The postholder has a responsibility to the whole community and is accountable to a wide range of groups particularly students, parents, carers, governors and the Local Authority.

2. Purpose of the role

- 2.1 To provide strategic leadership for the development priorities of the school.
- 2.2 To lead on a portfolio of responsibilities as designated by the Headteacher.
- 2.3 To lead on the operational management of the school.
- 2.4 To deputise for the Headteacher as required.

3. Responsibilities

- 3.1 Leadership of curriculum: Annual Curriculum Review and planning at all Key Stages.
- 3.2 Leadership of the development of the Key Stage 3 curriculum in preparation for the Curriculum for Wales launch in 2022 and rollout thereafter.
- 3.3 Curriculum resourcing and staffing, including leading the Curriculum and Staffing Group
- 3.4 Strategic timetable planning – leadership of timetable construction and communication process, including close collaboration with the Timetable Manager.
- 3.5 To oversee the process of course selection for Key Stage 4 and Key Stage 5, in collaboration with the relevant Director of Learning for each Key Stage and the Pathways Co-ordinator.
- 3.6 Alongside the rest of SLT, to develop the pedagogical approach of the school.

- 3.7 Develop and sustain strategies, structures and systems, in collaboration with all school stakeholders.
- 3.8 Promote and sustain the school culture of dialogue and continuous improvement.
- 3.9 Develop local and national connections with other schools and organisations.
- 3.10 Uphold and comply with the statutory provisions of the Health and Safety Work Regulations 1999, The Monmouthshire Safeguarding and Child Protection Policy 2014 and any other relevant Council and School policies relating to Safeguarding and Health and Safety.
- 3.11 Follow school and LA policies and procedures on Safeguarding and Child Protection in all work with children and families.

4. Professional Development

- 4.1 We have a firm interest in supporting all of our staff in their professional development. Specific plans will be detailed in the performance management processes that the role will benefit from. The Deputy Headteacher will always be encouraged to maximise opportunities for professional dialogue, development and connection with others. Our CPD policy outlines our general provision and practice.

5. Performance Management and Job Description Review

- 5.1 Our Performance Management policy and practice supports us in achieving the school's aims and objectives in raising standards. The Policy states how performance is measured in relation to the school's aims and priorities.
- 5.2 The duties and responsibilities of the post are subject to those details in the Statement and Conditions of Employment and will count as directed time as detailed in such statement and as defined by the Headteacher.
- 5.3 The job description does not define in detail all the duties/ responsibilities of the post, will be reviewed at least once a year and may be subject to modification or amendment after consultation and agreement with the post holder.
- 5.4 The specific portfolio of responsibilities is determined by the Headteacher in consultation with the Deputy Headteacher, and may change at any point.

Person Specification

S = Shortlisting criteria

Please note, shortlisting criteria may also be tested at assessment stage

Area	Attribute
Qualification	<p>Qualified teacher status (S)</p> <p>A Degree (S)</p> <p>Current EWC registration, or eligibility to register prior to start date.</p> <p>Further qualifications and/or wider professional studies relevant to the age-range. (S)</p>
Knowledge and Experience	<p>Significant recent experience as a senior leader in a Secondary School, or in a senior educational position in a Local Authority or Multi Academy Trust. (S)</p> <p>Proven experience of leadership e.g. subject/phase/organisational leadership. (S)</p> <p>Knowledge and understanding of the current Welsh Educational context and the National Mission. (S)</p> <p>A thorough knowledge of curriculum design, construction and rollout. (S)</p> <p>Up-to-date knowledge and understanding of what constitutes excellent teaching and learning and how to implement it. (S)</p> <p>Successful experience of managing change.</p> <p>Knowledge of best practice and procedures for safeguarding children and young people.</p> <p>Proven experience of monitoring, evaluating and reviewing performance in order to raise achievement for all groups of learners.</p> <p>Knowledge of effective strategies and procedures relating to professional learning and performance review.</p> <p>Experience of building effective relationships with a range of school stakeholders, including parents, governors and the wider community. (S)</p>
Skills	<p>Ability to articulate and communicate a clear vision of high quality educational provision for the school. (S)</p> <p>A relentless focus on high standards in every aspect of school life.</p>

	<p>Ability to lead, manage and motivate staff and learners to achieve exceptional outcomes.</p> <p>Experience of providing an inclusive learning environment for all.</p> <p>Ability to build a strong network of collaborative relationships and partnerships with other schools, education professions and appropriate external organisations. (S)</p> <p>Ability to communicate and develop links effectively, both orally and in writing with a range of audiences. (S)</p> <p>High level of personal skill in using and applying information and communication Technology. (ICT)</p> <p>Excellent organisational abilities and ability to delegate, line manage individuals and lead teams.</p>
Personal attributes	<p>The ability to be resilient under pressure and remain positive and enthusiastic.</p> <p>A commitment to continuous improvement and professional learning for both self and others.</p> <p>A desire to promote the wellbeing of all members of the school community.</p> <p>A commitment to the promotion of the Welsh language and culture.</p> <p>Ability to demonstrate sound and balanced judgement, decisiveness and flexibility.</p> <p>Integrity, honesty and sensitivity.</p>

This post is exempt from the Rehabilitation of Offenders Act (1974) and a comprehensive screening process will be undertaken on all applicants. This will include an enhanced with barred list check with the Disclosure and Barring Service. (DBS)

Further information

Should you require any further information about the school, please contact Wendy Baker on 01600 775166 or at mon.recruitment@monmouth.schoolsedu.org.uk.

If you would like a confidential discussion with our Headteacher regarding this post prior to applying, or if you would like to arrange a socially distanced visit, please contact Sarah Bradley on 01600 775173 or at Sarah.Bradley@monmouth.schoolsedu.org.uk.

How to apply

Closing Date: Monday 19th April 2021 at midday.

Interview Date: Week commencing 26th April 2021

In order to apply, applicants are required to complete and submit an application form - [please click here for the form](#), or alternatively download it via our ETeach or TES adverts for the role. We do not accept CVs.

Completed application forms must be submitted via email by the closing date and time to mon.recruitment@monmouth.schoolsedu.org.uk

Applications may be submitted in Welsh, and an application submitted in Welsh will not be treated less favourably than an application submitted in English.

Appointment to this post is exempt from Rehabilitation of Offenders Act and is subject to an Enhanced Disclosure Check.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.

Monmouthshire County Council is an equal opportunities employer and welcomes applications from all sections of the community.