



Post: Headteacher

Dear Applicant,

Thank you for your interest in the role of Headteacher at Ysgol Gymraeg Parc y Tywyn. We believe that this is an exciting opportunity to join a dedicated team in a happy, welcoming, and successful school.

We expect to appoint an enthusiastic, inspirational, dynamic, and experienced individual who is ready to take the school forward onto the next chapter, as education in Wales undergoes major reformation. Everyone is eager and excited to be part of the curriculum for Parc y Tywyn.

Parc y Tywyn is a Welsh medium Primary School which caters for pupils between the ages of three and eleven years, with 45 nursery places and an on-site Flying Start provision. The school offers an onsite breakfast club in addition to an extensive programme of extra-curricular after school clubs. The £9.6m energy efficient new build opened its doors in July 2018, which is located within a short walk of the coastal path, the harbour, and the centre of Burry Port town. The contemporary surroundings support and enhance the opportunities for successful Welsh medium education in the community and will do for generations to come. The school is a member of the Strade cluster of schools.

The school's vision is to *provide purposeful experiences that challenge everyone to succeed*. This is achieved through encouraging independence, capturing enthusiasm, and enriching creativity.

Ysgol Gymraeg Parc y Tywyn is a dynamic, inclusive, and exciting place of learning where children are encouraged to become successful lifelong learners, responsible citizens, and confident individuals. We value our community links greatly and this is very important in driving our community involvement.

Pupil voice is heard loudly through our school and array of councils, where our children can take responsibility for a variety of decisions and events. One of the most recent being further development to the outside areas.

We also have an active and long-standing Parent Teacher Association (PTA) who run a variety of fundraising events and a range of practical support at the school events throughout the year. This in turn provides financial support to further enrich the experiences the pupils receive.

Providing a variety of experiences has always been at the heart of Parc y Tywyn which has included successful choirs, sports teams, enriching and exciting visits such as Wimbledon, Snowdonia and clubs including craft, gardening, local heritage, and Minecraft. All purposeful, structured, and fun activities for a range of interests. Providing, developing, and further preparing the learners for successful futures. Take a look at the school's website and Twitter feed for a flavour of this.

If you wish to join Teulu Tywyn and believe you have the skillset and aptitude to lead this successful team, then we would welcome your application. If shortlisted, an informal walkaround of the school will be offered.



Closing Date: Monday, 4th July 2022

Letters to Shortlisted Candidates: Friday, 2nd September 2022

On-line Psychometric Tests: By Monday, 12th September 2022

Assessment Centre: Tuesday & Wednesday, 20th & 21st September 2022

Please contact me if you would like further information (DaviesM1926@hwbcymru.net).
Good luck!

Yours sincerely,

Mr. Mathew Davies
Chair of the Governing Body



Main Purpose of the Job:

The Headteacher is accountable to the Governing Body for the leadership, strategic direction, and operational management of Parc y Tywyn Primary School in order to ensure that the school's aims are implemented in accordance with the school improvement plan and the policies of the Governing Body. This will provide a secure foundation from which to achieve high standards in all areas of the school's work.

The Headteacher is required to monitor, evaluate, and review the impact of policies, priorities and targets of the school and take timely action, as necessary. The Governing Body of the school is committed to the safeguarding, welfare and safety of pupils and staff. The Headteacher must ensure that the highest priority is given to following the guidance and regulation which safeguard pupils.

Key Tasks / Responsibilities:

Provide vision, leadership, and direction:

- Effectively manage teaching and learning.
- Promote excellence, equality, and high expectation of all pupils.
- Deploy resources, including financial resources, to achieve the school's aims.
- Evaluate the school performance and identify priorities for continuous improvement.
- Carry out day to day management, organisation, and administration, and effectively delegate responsibility and employ appropriate skills in managing people to achieve effectiveness.
- Secure the commitment of the wider community.
- Create a safe and productive learning environment that is engaging and fulfilling for all pupils, implement strategies which secure high standards of behaviour and attendance, student welfare and citizenship.

Creating strategic direction:

- Ensure the vision for the school is clearly articulated, shared, understood, and acted upon effectively by all.
- Work within the school community to translate the school's vision into agreed objectives that promote and sustain school improvement.
- Embody the school's vision and values through daily practice and continual advocacy.
- Motivate and work with others to create an effective school climate and shared culture.
- Employ creative, innovative, and new technologies to achieve excellence.
- Ensure that strategic planning takes account of the diversity, values, experience and context of the school and the community at large.
- Promote the Welsh language and culture in relevant and inspiring ways.

Securing accountability:

- Ensure accountability for the pedagogy of others by creating and sustaining the conditions to realise the four purposes for all learners and achieve the best for them in terms of standards, wellbeing, and progress.



- Ensure individual staff accountability is clearly defined, understood, and agreed and is subject to rigorous internal and external review and self-evaluation.
- Develop and maintain a climate of high expectation by using a wide range of information and data to set high expectations, ambitious targets, and key priorities.
- Evaluate the school's performance, identify priorities for continuous improvement and present a coherent, understandable, and accurate report to a range of audiences, including parents and governors.

Developing and working with others:

- Build a climate of mutual support in which effective collaboration flourishes within and beyond the school in order to spread effective pedagogy.
- Build a school climate and learning culture which takes account of the richness and diversity of the school's community and culture.
- Establish and build partnerships with other schools to share best practice.
- Maintain a high visibility around the school and devote considerable time to interaction with learners, staff, and parents.
- Develop citizenship in learners so that they make a positive contribution to local and wider communities.
- Ensure that the school plays a productive role as a member of its local, national, and global communities.
- Seek advice and support and then act upon it to effectively sustain improvement.
- Sustain a collaborative culture.
- Work effectively with a wide range of external agencies to meet the needs of all pupils.
- Engage the wider school community, including parents.
- Collaborate with the Governing Body so that it can meet its responsibilities for securing effective learning and teaching and improved standards of achievement.
- Take a strategic role in the development of new technologies to enhance and extend collaborative opportunities for pupils, staff, and governors.
- Develop and constructive and relevant attitude to study and research in colleagues.
- Contribute to relevant professional networks, communities, conferences, or journals.
- Act as a role model for professional learning, so that there is successful implementation of the Curriculum for Wales, and a developing pedagogy and leadership competency in colleagues.
- Ensure sustained and focused professional learning for all staff, including self, within the context of the four purposes.

Pedagogy:

- Place learning for all pupils, regardless of need, at the centre of strategic planning and resource management, and report on its impact.
- Sustain high quality, effective teaching that promotes pupils' engagement, independence and thinking skills.
- Establish and maintain an ethos of challenge and support where all learners can succeed.
- Implement strategies to ensure effective assessment procedures, including assessment for learning, positive attitudes and thinking skills.
- Promote a range of relevant pedagogical approaches to enable all pupils to have positive and equitable teaching experiences.
- Remove barriers, so that all pupils are listened to, and their views acted upon.



Managing the school:

- Ensure that the professional duties and conditions of employment are set out in statutory requirements, including those for the Headteacher, are fulfilled.
- Produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities.
- Monitor, evaluate and review the effect of school policies, priorities, and targets in practice.
- Act upon the outcomes of school self-evaluation findings to drive school improvement.
- Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
- Manage the school's financial and human resources effectively and efficiently to achieve the school's education priorities and goals.

In addition:

- The Headteacher may be asked by the Governing Body to undertake other duties reasonably regarded as falling within the duties and responsibilities of the post.
- This Job Profile will be reviewed annually at the end of the academic year or earlier if necessary.
- Additionally, it may be amended at any time after consultation with the postholder.

The appointment is subject to the provisions of the School Teachers' Pay and Conditions (Wales) / National Conditions of Employment for Headteachers and educational and employment legislation.

Responsible for Staff / Equipment:

Standards, progress and wellbeing of all pupils, staff, and resources.

Reporting to:

The Governing Body.



Criteria	Essential
Qualifications / Vocational Training	<p>Graduate Qualification</p> <p>QTS (Qualified Teacher Status)</p> <p>EWC (Education Workforce Council) Registration</p> <p>NPQH (National Professional Qualification for Headteachers) or on the current cohort of the Aspiring Headteachers programme.</p> <p>Relevant Professional study or Training in educational leadership.</p>
Job Related Skills / Abilities	<p>An in-depth knowledge of child protection, safeguarding and Attachment Theories.</p> <p>An understanding of the Curriculum for Wales and sound experience of curriculum delivery, monitoring, and assessment.</p> <p>A sound understanding of ALN Act (2018) a ALN Code (2021) and how to strategically plan for reform.</p> <p>Successful track record in the development of strategies for positive behaviour that are student focussed and inclusive.</p>
Competencies	<p><u>Leadership</u></p> <p>Empowering others and promoting reflection on practice; Supporting other settings, building effective networks of knowledge and practical expertise; Exercising corporate responsibility, checking policies for compliance, and addressing any shortcomings; Delegation, appropriately and fairly and managing people to achieve effectiveness. Promoting teaching & leadership in Wales ensuring achievement of the four purposes; Analysing and evaluating data to make informed decisions; Deciding & initiating action, making prompt, clear decisions which may involve tough choices or considered risks; Promoting diversity & inclusion, respecting differences and encouraging contribution; Upholding principles & values, promoting transparency around decisions, others feel able to challenge; Demonstrating integrity, displaying personal responsibility and ownership; Leading & Supervising, inspiring others without closing down options prematurely.</p> <p><u>Professional Learning</u></p> <p>Supporting growth and system wide leadership, to build understanding, practice and better outcomes; Supporting growth in others, as a role model promoting professional learning, enabling digital competence and embracing learning the Welsh language; Wider reading & research outlooks, promoting an organisational learning approach; Continuing professional learning for all staff and self, creating development opportunities; Professional network and communities, contributing to conferences, journals and research.</p>



Collaboration

Seeking advice and support, accepting and addressing your and the school's professional challenges; Enabling continuous improvement, examining and diagnosing areas for collaborative improvement, driving a plan to support improved performance; Working productively with external agencies and partners to the benefit of the learning organisation; Sustaining a collaborative culture, supporting emerging skills and qualities in others; Engaging with the wider school community, building and sustaining effective and open relationships to positively engage partners with learners' experience and progress.

Pedagogy – Influencing Learning

Ensuring & protecting learner entitlement so that all learners gain full access to opportunities and achieve; Reporting on effectiveness and ensuring that recommendations are effectively communicated, implemented, and addressed; Accountability for outcomes and learner wellbeing, promoting, and ensuring that learning success, achievement and well-being of all learners is evident; Monitoring & evaluating impact, using effective systems to assess and improve the impact of learning experiences.

Pedagogy – Advancing Learning

Promoting Welsh language and culture, setting an example with a positive commitment to use and learn the Welsh language and promote Welsh culture; Using cross-curricula themes, building links between subjects and areas of learning to develop coherent experiences for learners; Driving real life authentic contexts and experiences within and across subject boundaries; Ensuring the 4 purposes for learners, by supporting planning and emphasising the disciplines of subjects to secure highly effective teaching.

Pedagogy – Refining Teaching

Promoting the pedagogic vision, developing strategies, structures and systems; Sustaining highly effective teaching, building enthusiasm in staff for fascination with learning, so learners experience highly effective teaching; Creating effective and inclusive learning environments, enabling the four purposes for learning; Listening to learners, to provide insight into the effectiveness of the department, phase or school; Advancing pedagogic approaches, ensuring curriculum development and ambitions in Wales underpin and drive the agenda for quality teaching; Ensuring strategy and infrastructure are fit for purpose, managing the routines and longer-term management approaches to reflect the on-going strategic vision.

Innovation



	<p>Seeking and extending best practice, continually developing and sharing to facilitate sustained improvements; Towards 2025, directing attention to the long-term vision for Wales and co-ordinating controlled approaches to innovation; Evaluating the impact of changes in practice, taking account of a wide range of issues; Developing new techniques, ensuring an organisational, long-term programme of evidence-based, structured innovation; Understanding the system, how one issue may be part of a much larger system; Solution focused, producing workable and practical solutions to a range of problems; Planning & Organising, identifying and organising resources needed to accomplish tasks.</p> <p><u>Adapting and Responding to Change</u></p> <p>Adapting to change and variations in work or environment without impacting effectiveness, acting as a supporter for change; Supporting change, displaying a growth mindset to initiatives that represent progress, even when this might be difficult or uncomfortable; Adapting personal style to suit different people or situations, showing empathy in recognising emotions in yourself and others; Confidently dealing with ambiguity, making positive use of the opportunities it presents.</p>
Experience	Headteacher, Deputy Headteacher, or significant experience at a senior leadership level.

Language Skills / Communication	Verbal Skills	Written Skills
Welsh	5	5
English	5	5

Disclosure and Barring Service (DBS) Checks	
DBS checks may be required for certain posts which work with children and vulnerable adults. This post required:	
Type of Disclosure	
Enhanced Disclosure with Barred List Check	x
Workforce Type	
Child Workforce	x

Core Values / Equality and Diversity
You will be expected to uphold the school's Equality and Diversity Policy, as appropriate to the accountabilities and seniority of the post within the organisation.





Ysgol Gymraeg Parc y Tywyn

Heol y Bardd, Porth Tywyn,

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Hello,

We are the School Council of Ysgol Gymraeg Parc y Tywyn. We are writing this letter to help find the perfect Headteacher for our school. We want to make sure the right person gets the job.

Ysgol Gymraeg Parc y Tywyn is a very friendly, reliable, and helpful school. We are Teulu Tywyn!

We are very fortunate to have a school that is a new build. We have only been on site here since 2018. We have a huge field, games on the yard, a garden to grow things and we are close to the beach.

Pupils and Teachers have won awards such as the Language Charter Silver award and Healthy School awards. We have also won awards at the Eisteddfod and sports such as netball and rugby. The school is part of the Erasmus project and writes to children in Ireland. We have links with local schools and are part of the Strade family.

We're looking for a Headteacher that is:

- A good listener (an ear to listen)
- Respectful to all – children, staff and parents
- Willing to help
- Able to problem solve
- Polite
- A good sense of humour
- Eco warrior
- Dependable
- Patient
- Intelligent
- Empathetic
- Fair
- A hard worker
- Honest
- Sensitive
- Passionate
- Loyal

And someone who is going to encourage independence, seize enthusiasm and enrich the creativity of the pupils.

Pupils at Ysgol Gymraeg Parc y Tywyn have ideas for ways to improve the school. We would like to have a pond to look for insects. Since we lost the cabin in the storm, we would like a new one. We would like to develop our outside grounds to include a football pitch and maybe a trampoline?! We would also like more outdoor play equipment. We think more recycling is needed at the school. The pupils have said that they would like a Headteacher who will encourage us to speak more Welsh.

Thank you for considering our letter and we hope you will apply for the post. Good luck!

Yours sincerely,

School Council

Ysgol Gymraeg Parc y Tywyn





