



**Monmouth** | Ysgol Gyfun  
Comprehensive School **Trefynwy**

Recruitment Pack

# Deputy Headteacher



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Dear Prospective Applicant,

Thank you for your interest in this role. 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 over 1,700 students and 200 staff, including an exceptionally popular and successful Sixth Form of around 370 students and a sector-leading Specialist Resource Base that has grown to over 60 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 recently under the 21st Century Schools programme. It is a wonderful modern facility that has education at its heart.

We have a particular way of doing things, and we are proud of it. For example: we are both inclusive and ambitious for all of our students, no matter what their context, and believe that consistency and routines are a powerful way of achieving this. We refuse to have low expectations of any student. We run a centralised behaviour and wellbeing system, which gives teachers more time and space in classrooms to focus on teaching and learning. We believe strongly in the collective responsibility of all staff in upholding daily expectations – what we permit, we promote.

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 absolutely determined to be the equal of the very best schools in the country, and this role is a foundational part of that ambition.

For further information about us please contact us, or visit [our website](#). If you would like a confidential conversation with me about the role, or would like to visit us, then please feel free to contact Sarah Bradley to arrange this at [sarah.bradley@monmouth.schoolsedu.org.uk](mailto:sarah.bradley@monmouth.schoolsedu.org.uk) or via 01600 775173. 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

This permanent role is a tremendously important part of setting the strategic direction and daily operation of the School, including deputising for the Headteacher when required. The successful candidate will work closely with the Headteacher and the rest of the Senior Leadership Team, which currently comprises one Deputy Headteacher, three Assistant Headteachers and one Associate Assistant Headteacher (secondment). This new role is additional to the current Deputy Headteacher, not to replace the current postholder (who leads on staffing, standards and curriculum).

The primary remit of this role is the leadership of wellbeing, the oversight of behaviour systems, and management of the daily operation of the School. The successful candidate will line manage middle leaders and others as required. The successful candidate will become a Designated Safeguarding Person for the School (we have multiple DSPs in the School, as a matter of policy). The full portfolio of responsibilities will depend on the experience of the successful candidate.

## 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 by the previous student team. 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.

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, and some of them are also ex-students themselves.

We are privileged to work and live in an exceptionally beautiful part of the world. Monmouth is situated on 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 – L30

This job description should be read in connection 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 school 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 lead on a portfolio of responsibilities as designated by the Headteacher.
- 2.2 To provide strategic leadership for the development priorities of the School.
- 2.3 To lead on the operational management of the School.
- 2.4 To deputise for the Headteacher as required.

## **3. Responsibilities**

- 3.1 Oversight of the school day.
- 3.2 Leadership of behaviour systems and operation thereof, including the application of rewards and sanctions.
- 3.3 Management, with other DSLs, of safeguarding systems and operation thereof.
- 3.4 Leadership of wellbeing systems and operation thereof.
- 3.5 Develop and sustain strategies, structures and systems, in collaboration with all school stakeholders.
- 3.6 Promote and sustain the school culture of dialogue and continuous improvement.
- 3.7 Develop local and national connections with other schools and organisations.

- 3.8 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.
- 3.9 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. The Deputy Headteacher will be encouraged to gain NPQH qualification at the appropriate time.

#### **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-level qualification (S)</p> <p>Current EWC registration, or ability to register prior to start date.</p> <p>Further qualifications and/or professional studies relevant to the age-range.</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>Knowledge and understanding of the current Welsh educational context. (S)</p> <p>Knowledge of best practice and procedures for safeguarding children and young people. (S)</p> <p>Up-to-date knowledge and understanding of what constitutes excellent wellbeing provision and how to implement it. (S)</p> <p>Proven experience of managing and improving behaviour and related systems. (S)</p> <p>Successful experience of managing change.</p> <p>Experience of building effective relationships with a range of school stakeholders, including parents, governors, other professionals 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 communicate and develop links effectively, both orally and in writing with a range of audiences. (S)</p> <p>High level of digital competence.</p>



	Excellent organisational abilities and ability to delegate, line manage individuals and lead teams.
Personal attributes	<p>The ability to be calm and resilient under pressure, and to 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 our school, please visit our website, or contact us at [mon.recruitment@monmouth.schoolsdu.org.uk](mailto:mon.recruitment@monmouth.schoolsdu.org.uk) or on 01600 775177.

If you would like a confidential discussion with our Headteacher regarding this post prior to applying, or to arrange a visit, please contact Sarah Bradley to arrange this, at [Sarah.Bradley@monmouth.schoolsdu.org.uk](mailto:Sarah.Bradley@monmouth.schoolsdu.org.uk) or on 01600 775173.

## How to apply

**Closing Date:** Friday 6<sup>th</sup> December 2024 at midday.

**Interview Date:** Monday 16<sup>th</sup> December 2024.

**Start date:** Monday April 28<sup>th</sup> 2025

In order to apply, applicants are required to complete and submit an application form, which can be downloaded via [eTeach](#). We do not accept CVs.

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

**Emailed applications must be submitted to [mon.recruitment@monmouth.schoolsdu.org.uk](mailto:mon.recruitment@monmouth.schoolsdu.org.uk) by the closing date and time.**

*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.*