



April 2025

Dear Applicant,

Thank you for expressing an interest in the post of 2<sup>nd</sup> in the Welsh department at Ysgol Penglais. You will be joining the school at a very exciting time as we live our vision for Penglais. We are currently embarking on an exciting stage of development in the school to further promote multilingualism and the celebration of Welsh and other cultures within the school. This role is crucial in realising this ambition.

*'Ysgol Penglais School is a happy, ambitious and high-achieving school where everyone is 'respected and valued'.* We are working hard with staff, students, parents and the governing body to ensure that Ysgol Penglais School is the excellent school that our students and community deserve. We are continually working to achieve the highest standards of student achievement, behaviour and teaching and learning.

We have an experienced body of staff who work hard and manage to maintain a supportive and friendly ethos. Our students want to achieve more than they thought possible and want to be challenged and supported to do so. There are many different needs within the school and the ALN department work hard across the school to support students when needed. The 6th form is very strong with over 230 students, achieving excellent results again this year.

By joining Ysgol Penglais School, you will be supported professionally to achieve excellence in your role. I can promise you a demanding but ultimately rewarding experience as we move forward to becoming an excellent school.

The enclosed information gives you a snapshot of the school. If you would like further information, please contact Helena Clements by email at hcl@penglais.org.uk, or on 01970 624811. I look forward to receiving your application.

Yours sincerely

Mair Hughes  
**Pennaeth/Headteacher**

*Pennaeth / Headteacher:- Ms Mair Hughes*

# PENGLAIS SCHOOL'S VISION: Striving for Excellence

Ysgol Penglais is a happy, ambitious, diverse and high-achieving school where everyone is respected and valued. We are a strong, actively inclusive community, where everyone cares for each other. By developing our independent skills and working with staff, families and others in our community we will achieve and become our very best. The school is vibrant with students and staff co-operating, learning, thinking and working hard. We empower students to take on challenges and recognise that this is key to their individual growth. By developing confidence, resilience, bravery, independence and acceptance, our students will become responsible citizens of their communities, Wales and the world.



# **PENGLAIS SCHOOL VALUES**

**Being respectful and kind**

**Being ambitious and resilient**

**Developing independence,  
confidence and responsibility**

**Embracing diversity and  
celebrating success**

**Being proud and active citizens in  
our communities**



**Please read these notes before completing the application form**

It will help us if you follow these instructions:

- We would prefer you to fill in your application using Word or a word compatible format and submit it by email. Please include everything you wish the panel to consider on the form rather than in any separate document or covering email.
- Please give the full name and title of both your referees, and ensure that the full address, telephone numbers and email addresses are included. Your referees will be contacted if you are short-listed.
- If you are short-listed we will contact you by telephone or email
- Please submit your application form by 12 midnight by the date below to [hcl@penglais.org.uk](mailto:hcl@penglais.org.uk)
- You will be asked to sign a hard copy if you are appointed
- Ysgol Penglais School is committed to safeguarding and promoting the welfare of students and expects all staff to share this commitment. All our staff are required to complete a DBS (Disclosure Barring Service) check and declare previous convictions.
- We are fully committed to equality of opportunity and aim for our staff to reflect the school community. It will help us to monitor the success of our recruitment strategies if you complete the ethnic monitoring information page of the application form. The information you provide will be treated as confidential and will not be made available to the short-listing panel.



## **2<sup>nd</sup> in Welsh Department (MPS with TLR 2b)**

We seek to appoint an inspirational Welsh leader who can ensure that all students develop a passion for Welsh and achieve outstanding outcomes in Welsh. The role will take responsibility for Welsh 2<sup>nd</sup> language and will support the Head of Welsh in leading the department.

The right candidate will thrive on the challenge of working with our staff and students to ensure that teaching and learning is consistently good and outstanding; that the learning experience of the students is based on challenge and creative thinking and that all students achieve highly and develop in confidence. You will be committed to finding inclusive approaches to inspiring students and will be committed to improving the life-chances of all our students. You will also contribute to the development of Welsh ethos across the school, sharing your passion about the Welsh language, culture and heritage with our students.

This is an ideal opportunity for an ambitious candidate to play a key role in increasing the aspirations and success of our students, thereby contributing to the journey of Ysgol Penglais School in becoming an excellent school.

Ysgol Penglais School has much to offer:

- a research-based school with good relationships between staff and students
- a commitment to the professional development of all its staff to become outstanding teachers and leaders
- access to the bustling university town of Aberystwyth
- located on the beautiful Ceredigion coast, an area of natural beauty

For further details please contact Helena Clements (PA to the Headteacher) on 01970 624811 or email [hcl@penglais.org.uk](mailto:hcl@penglais.org.uk)

Ysgol Penglais School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful candidates must be willing to undergo Enhanced DBS and other checks appropriate to the post.

Ysgol Penglais School is an equal opportunities employer.

**Closing date: 02/05/2025**

**Interviews: To be confirmed**

## Job Description – 2<sup>nd</sup> in Welsh Department

**Job title:** 2<sup>nd</sup> in Welsh department  
**Salary grade:** TLR 2b  
**Accountable to:** Head of Welsh

### Core Purpose:

- To promote and develop the high standards of teaching and learning across the subject/curriculum area
- To ensure good progress and conduct of students across the subject area
- To be accountable for leading, managing and developing the subject/curriculum area
- To promote and contribute to the development of Welsh ethos across the school
- To share and support the schools' responsibility to provide and monitor opportunities for personal and academic growth
- Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD)

Key accountabilities	Key tasks
To be accountable for the educational progress of students across the subject/curriculum area	<ul style="list-style-type: none"> <li>▪ Take overall responsibility for the performance and progress of students across the department</li> <li>▪ Monitor teaching and assessment across the subject area</li> <li>▪ Review student progress and achievements half-termly across all teaching groups</li> <li>▪ Analyse student progress across the department ensuring that all groups of students make good progress</li> <li>▪ Take appropriate action to ensure consistent high standards are set across all teaching groups</li> </ul>
To be accountable for leading, developing and enhancing the teaching of others	<ul style="list-style-type: none"> <li>• Ensure that teaching across the subject inspires students to achieve or exceed their targets</li> <li>• Ensure that whole school and subject specific teaching strategies are implemented successfully within the subject area</li> <li>• Lead the subject area in implementing change</li> <li>• Keep up to date with all initiatives and developments in teaching and in the subject</li> <li>• Secure effective teaching by all members of the department through professional learning opportunities, lesson observations and learning walks, work scrutiny and monitoring student progress</li> <li>• Act to ensure that all work is marked regularly across the subject area, according to the school expectations, that regular feedback enables all students to improve their work further and make good and excellent progress</li> <li>• Plan and co-ordinate continuing professional learning opportunities across the department and with the faculty lead</li> <li>• Ensure that all staff in the subject area receive appropriate support and training</li> <li>• Contribute to the quality assurance cycle of teaching and learning with the Head of Department</li> </ul>

To be accountable for leading, managing and developing the curriculum	<ul style="list-style-type: none"> <li>Plan the curriculum to meet the needs of all students and in response to the new curriculum</li> <li>Ensure the curriculum celebrates diversity and includes all students and a wide range of cultures</li> <li>Lead the development of the new curriculum, with the Head of Welsh and Head of Faculty, ensuring that it responds to the school vision and the four purposes</li> <li>Be responsible for achievement at all key stages</li> </ul>
To promote and contribute to the development of Welsh ethos across the school	<ul style="list-style-type: none"> <li>Be proactive in realising the role of Welsh teachers in the national initiative to promote Welsh language and heritage of Wales, and support others in the department to take this lead</li> <li>Take opportunities to promote Welsh language, culture and heritage across the school e.g. school assemblies, organise events such as the Eisteddfod</li> <li>Support and encourage other members of staff and students to use incidental Welsh in lessons and across the school</li> <li>Use student voice to further develop the Welsh ethos across the school</li> </ul>
To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth	<ul style="list-style-type: none"> <li>To be a Form Tutor to an assigned group of students</li> <li>To promote the general progress and well-being of individual students and of the Form Group as a whole</li> <li>To liaise with the Year Leader to ensure the implementation of the school's pastoral system</li> <li>To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life</li> <li>To evaluate and monitor the progress of students and keep up-to-date student records as may be required</li> <li>To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.</li> <li>To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff</li> <li>To contribute to PSHE and citizenship and enterprise according to school policy</li> <li>To apply the Behaviour Management systems so that effective learning can take place</li> <li>To ensure that school rules and procedures with regard to attendance, punctuality and school uniform are consistently and fairly applied</li> </ul>
Accountable for always ensuring the vision and values of the school are promoted	<ul style="list-style-type: none"> <li>Always ensure highest expectations for all students in their conduct and learning, showing a real ambition for all students</li> <li>Follow the positive behaviour for learning policy and promote it at all times</li> <li>Contribute to school-wide initiatives in the subject</li> <li>Contribute to the programme of extra-curricular activities, enrichment events, and visits and journeys relating to the subjects</li> </ul>

	<ul style="list-style-type: none"> <li>Embrace opportunities to work with colleagues to enhance and improve practice</li> </ul>
Accountable for the safeguarding of students	<ul style="list-style-type: none"> <li>Contribute to the safeguarding of students and to child protection using the procedures outlined in school policies</li> <li>Ensure that health and safety policy and risk assessments are followed.</li> </ul>
Other	<ul style="list-style-type: none"> <li>Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person</li> <li>Ensure that the school's Equal Opportunities Policy is implemented and contribute to its regular review</li> <li>Lead, attend and participate in regular meetings</li> <li>Attend training where appropriate and exploit other opportunities for continuing professional development</li> <li>Recognise own strengths and areas of expertise of themselves and the team and use these to advise and support others</li> <li>Lead and assist in the supervision, training and development of staff</li> <li>Participate fully in the school's performance management programme</li> <li>Undertake other duties commensurate with the status of the post as may from time to time be determined by the Headteacher</li> </ul>

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year, but may be subject to modification or amendment at any time after consultation with the holder of the post.

## Person Specification

Qualifications	<ul style="list-style-type: none"> <li>Graduate status</li> <li>Qualified Teacher Status</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Evidence of being a good to outstanding classroom teacher, preferably for at least two years</li> <li>Evidence of being an excellent form tutor</li> <li>Evidence of monitoring student progress and teaching and learning</li> </ul>
Knowledge and Skills	<ul style="list-style-type: none"> <li>Knowledge and understanding of your subject up to A level and of assessment procedures at key stages 3-5</li> <li>Ability to promote a positive attitude to learning and to school</li> <li>A high standard of written and oral communication</li> <li>Ability to use ICT effectively</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>Enthusiasm for teaching and learning and for your subject</li> <li>Commitment to continuous professional development of yourself and others</li> <li>Be able to relate well to students and a commitment to positive and healthy outcomes for young people</li> <li>Be able to listen effectively and be sensitive to others</li> <li>A demonstrable commitment to the safeguarding of students and child protection</li> <li>A demonstrable commitment to equal opportunities</li> <li>Sense of humour</li> <li>Excellent attendance and punctuality</li> </ul>





Other	<ul style="list-style-type: none"><li>• A willingness to take part in extra-curricular activities</li><li>• Commitment to the school's ethos, aims and its whole community</li></ul>
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