



April 2026

Dear Applicant,

Thank you for expressing an interest in the post of Deputy ALNCo at Ysgol Penglais. You will be joining the school at a very exciting time as we live our vision for Penglais.

'Ysgol Penglais is a happy, ambitious, diverse and high-achieving school where everyone is respected and valued'. We work hard with staff, students, parents and the governing body to ensure that Ysgol Penglais 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 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 about 230 students, achieving excellent results again this year.

By joining Ysgol Penglais, 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
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**





Deputy ALNCo (MPS + TLR 2c)

We seek to appoint an inspirational Deputy ALNCo who can support the Inclusion Department to ensure that all students make excellent progress.

The right candidate will thrive on the challenge of working with our staff and students to ensure that the teaching and learning is consistently good and excellent; that all students are given opportunities to develop their knowledge and skills according to their needs, and that all students achieve highly, make excellent progress and develop confidence. You will be committed to finding inclusive approaches to inspire students and to improving the life-chances of all 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, focusing in particular on our students with additional learning needs, thereby contributing to the journey of Ysgol Penglais becoming an excellent school.

Ysgol Penglais 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

Ysgol Penglais 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 is an equal opportunities employer.

Closing date: 1st May 2026

Interviews: 7th May 2026



Deputy Additional Learning Needs Co-ordinator (ALNCo)

Job title:	Deputy Additional Learning Needs Co-ordinator (ALNCo)
Salary grade:	MPS + TLR 2c
Accountable to:	Assistant Headteacher (ALNCo)
Accountable for:	Skills for Life, HLTA, Teaching assistants

Core Purpose:

To support the delivery of high-quality Additional Learning Needs provision, strong partnership working and leadership of ALN and inclusion

Key accountabilities:

- Be responsible for the leadership and day-to-day management of Skills for Life
- Oversee the implementation and effectiveness of literacy/numeracy interventions and those related to emotional health and development
- Support the development of an inclusive culture where all learners receive the personalised support, challenge and provision they require
- Promote high expectations, equity and positive relationships, ensuring that all learners – especially those with ALN or additional barriers – achieve their full potential
- 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
Be responsible for the leadership and day-to-day management of Skills for Life	<ul style="list-style-type: none"> • Provide strategic and operational leadership of Skills for Life (SfL), ensuring high-quality universal, targeted and specialist provision • Lead and oversee all ALN processes, including the creation, review and quality assurance of Individual Development Plans (IDPs) for students in Skills for Life • Design bespoke curriculum that will meet the needs of all groups of students in Skills for Life, ensuring that all learners access a broad, balanced and ambitious Curriculum for Wales • Provide leadership for staff within Skills for Life to ensure the effective delivery of the curriculum for all groups of students • Organise the timetables of staff who teach in SfL and students who access the unit to ensure that all students are able to achieve the highest level possible • Use data and evidence to monitor the progress, wellbeing and engagement of all learners who access Skills for Life • Quality assure the teaching and learning within Skills for Life • Organise appropriate training and support for staff as necessary



	<ul style="list-style-type: none"> • Work with outside agencies and the local community to find opportunities for students to gain work and learning experiences outside the unit • Ensure staff understand and meet their duties regarding reasonable adjustments, differentiation and accessibility • Teach within SfL the allocated number of lessons
Management of Provision and Staff	<ul style="list-style-type: none"> • Line-manage staff within Skills for Life and other members of staff as agreed with the ALNCo • Ensure consistent deployment, training and supervision of support staff within SfL • Oversee intervention that are related to emotional health and development • Support the ALNCo in embedding inclusive practice across the school
Working with External Agencies	<ul style="list-style-type: none"> • Build and sustain effective partnerships with: <ul style="list-style-type: none"> ○ Ceredigion LA ALN teams ○ Educational Psychologists ○ Health and therapy services ○ Social care ○ Youth services and third-sector partners • Co-ordinate multi-agency work for learners with complex needs, ensuring information sharing and collaborative planning
Teaching, Learning and Professional Development	<ul style="list-style-type: none"> • Promote high-quality inclusive pedagogy across the school through coaching, modelling and staff development • Contribute to whole-school teaching and learning initiatives that improve accessibility and engagement • Support faculties to implement adaptive teaching, universal design for learning and appropriate differentiation strategies
Behaviour, Wellbeing and Safeguarding	<ul style="list-style-type: none"> • Work collaboratively with the ALNCo to ensure systems support the needs of ALN learners within SfL • Contribute to the analysis of behaviour, wellbeing and attendance data for students in SfL • Support the school's safeguarding procedures • Support the ALNCo in ensuring the ALN team follows safeguarding and wellbeing expectations
Professional Learning and Staff Development	<ul style="list-style-type: none"> • Support the delivery of professional learning programmes focused on ALN, inclusive pedagogy, behaviour for learning and statutory duties • Provide guidance to NQTs, student teachers and new staff on ALN processes • Support teachers in using evidence-based strategies to meet diverse learner needs • Promote a culture of reflective practice aligned with the national professional learning model
Leadership and School Improvement	<ul style="list-style-type: none"> • Contribute to the ALN and Inclusion department's self-evaluation (SER) and improvement plan (IP)



	<ul style="list-style-type: none"> • Contribute to the leadership of, and monitor strategic initiatives related to inclusion, ALN, accessibility and equity
Parental and Community Engagement	<ul style="list-style-type: none"> • Ensure strong communication with parents/carers of learners with ALN in SfL, offering support, guidance and regular updates • Promote positive relationships between home and school, supporting engagement in IDP reviews and planning meetings • Deputise for the ALNCo at local partnership meetings and ALN forums • Promote bilingual communication and ensure accessible information for all families
Operational and Administrative Duties	<ul style="list-style-type: none"> • Maintain accurate and up-to-date ALN records in accordance with legal expectations • Manage the SfL budgets related to ALN provision, resources and intervention programmes (as delegated) • Support the exam access arrangements to ensure timely submissions • Ensure processes for transition (primary-secondary; KS4-post-16) are robust and learner-centred

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 – Deputy Additional Learning Needs Co-ordinator (ALNCo)

Criteria	Essential	Desirable
Qualifications and Professional Status	<ul style="list-style-type: none"> • Qualified Teacher Status(QTs) • Degree-level qualification • Evidence of sustained professional learning in ALN and/or inclusion 	<ul style="list-style-type: none"> • Postgraduate qualification in ALN or Inclusion, preferably including individual specialist assessment • Specialist training in IDPs, person-centred practice or accessibility •
Experience	<ul style="list-style-type: none"> • Substantial experience working directly with ALN learners • Experience leading teams or managing staff • Proven impact improving outcomes for vulnerable or ALN learners • Experience working with parents/carers 	<ul style="list-style-type: none"> • Experience line-managing ALN officers, TAs or specialist staff • Experience establishing/leading nurture, wellbeing or specialist bases • Experience delivering whole-school ALN or inclusion CPD • Experience supporting IDP processes and multi-agency working • Experience working with external agencies



<p>Knowledge and understanding</p>	<ul style="list-style-type: none"> • Knowledge of the ALNET Act, ALN Code and statutory duties for schools in Wales • Strong understanding of inclusive teaching strategies and adaptive pedagogy • Knowledge of trauma-informed restorative and relational approaches • Understanding of safeguarding, equality duties and learner wellbeing • Knowledge of the Curriculum for Wales and implications for ALN 	<ul style="list-style-type: none"> • Knowledge of Ceredigion LA procedures and regional ALN pathways • Understanding of Thrive/Nurture frameworks or therapeutic approaches • Understanding of Universal Design for Learning (UDL)
<p>Leadership and Management Skills</p>	<ul style="list-style-type: none"> • Ability to lead, inspire and motivate staff at all levels • Strong communication, interpersonal and relationship building skills • Ability to analyse data and use evidence to drive improvement • Ability to lead performance management and deliver high-quality professional learning • Ability to respond calmly, professionally and effectively under pressure 	<ul style="list-style-type: none"> • Experience monitoring/interpreting complex ALN, attendance or behaviour data • Experience managing budgets or resources
<p>Safeguarding</p>	<ul style="list-style-type: none"> • Up-to-date safeguarding training and commitment to safeguarding learners 	<ul style="list-style-type: none"> •
<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Commitment to the school's vision, values and inclusive ethos • High expectations for all learners and belief in equity and restorative practice • Emotional intelligence, resilience and the ability to remain calm under pressure • Strong organisational skills and the ability to manage competing priorities • Reflective, proactive and committed to continuous professional learning • Commitment to Welsh culture and bilingual education 	<ul style="list-style-type: none"> • Ability to converse confidently in Welsh (or willingness to learn)



Other requirements	<ul style="list-style-type: none">• Ability to work flexibly and support leaders across the school• Enhanced DBS clearance	
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