



Applicant Information Pack

Deputy Headteacher

Full time

Start date : September 2026

Salary details : Leadership Scale : L16-20



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Headteacher's Welcome

I would firstly like to thank you for your interest in the post of Deputy Headteacher at Ysgol Aberconwy, resulting from a recent restructuring of the leadership team. The purpose of this information pack is to help you get to know more about our school and help you to decide if this is the right post for you.

Ysgol Aberconwy is a school that puts learning and individual achievement at the heart of everything it does. We want every pupil to succeed; to achieve their full potential, be prepared for the future and become confident, thoughtful young people so they leave us ready for the challenges of an exciting and increasingly competitive world. This philosophy also extends to the school's staff – we seek to be a learning organisation that focuses on the development of each individual within it through coaching, challenge and support.

Situated in a spectacular location on the Conwy estuary, the school boasts a modern, well maintained and well equipped environment. Whilst the school's ethos is based on traditional values of respect, responsibility and community spirit, students experience the very latest technology and teaching methods in the classroom.

Here at Ysgol Aberconwy we have the highest expectations of all our pupils in all areas of school life. Academic standards are important to us and we expect all pupils to achieve the very best. We also have the highest expectations of our pupils when it comes to behaviour, attendance, punctuality and uniform.

The pastoral system at Ysgol Aberconwy is extensive and innovative. Each year group has a full time non-teaching Guidance Mentor. Working from a pastoral base these mentors are available throughout the day to respond to pupils' concerns and to provide a direct contact point for parents.

We have a flourishing extra-curricular programme. This includes a full range of sporting activities in the school's state of the art facilities as well as music concerts and drama productions. The school owns its own field centre in the hills above Abergwyngregyn and has an extensive outdoor activities programme.

We are also proud of our Welsh tradition and heritage. The school encourages the use of the Welsh language in lessons and beyond, and we are developing the provision of some subjects through the medium of Welsh for those who want it.

We are very fortunate to have a dedicated and highly professional team of teachers and support staff who expect the very highest standards from all our staff and pupils, whilst our strong school systems ensure that everyone learn in a safe and friendly environment where teachers teach and learners learn.


Ysgol Aberconwy is a great place to work. It is focused on teaching and learning and dedicated to the well-being of our learners. We have the highest expectations of all who work here and therefore, we are only looking for the finest staff to work with our pupils. We know that our school can only be as good as the staff within it. If you would like to see for yourself why we believe Ysgol Aberconwy is a great school in which to work, then please contact us for a visit.

Ian Gerrard



Additional Information about the school

During their visit to the school in October 2025, ESTYN report that:

- Many pupils behave well in lessons.
 - Many teachers establish purposeful working relationships with pupils.
 - In many lessons, pupils engage well and respond to staff expectations.
 - At Key Stage 4 and in the sixth form, the curriculum is broad and well-balanced.
 - Pupils value the wide range of trips and visits, which contribute to their strong connection with, and respect for, their school.
 - Ysgol Aberconwy is a caring and inclusive community where pupils feel safe, valued and respected.
 - Relationships between staff and pupils are supportive.
 - Many pupils behave well around the school.
 - Pupils benefit from meaningful opportunities to develop their awareness of diversity.
 - Diversity is celebrated throughout the school.
 - Pupils are proud to be part of their school community.
 - The school offers a wide range of extra-curricular clubs, which are well attended.
 - The school provides a range of supportive environments where pupils feel nurtured.
 - The learning resource bases provide calm, supportive environments that promote security and emotional regulation.
 - Strong relationships between staff and pupils characterise the learning environments in these bases.
 - Pastoral staff respond appropriately to concerns, including incidents of bullying.
 - Pupils receive impartial advice that helps them make informed decisions.
 - The headteacher provides thoughtful leadership with inclusion and well-being at the heart of his vision.
 - The school's mission and values are well understood and embraced by pupils, staff and governors.
 - The school places a strong emphasis on local identity ('Cynefin').
 - Leaders promote the advantages of learning the Welsh language well.
 - Many pupils have positive attitudes towards learning Welsh.
 - Leaders have a clear vision for developing pupil leadership.
 - There are meaningful opportunities for pupils to take responsibility.
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Information about the local area

Conwy Town and Area

Conwy is a town rich in history, with much of it still preserved within the walls and traditional structures of its buildings. In the heart of it is the mighty 13th-century castle, whose walls encapsulate this remarkable medieval town.

Surrounded by the beautiful Welsh countryside and watched over by the mighty mountains of Eryri, it's a beautiful place to visit or to live. The Quay is host to a number of amenities and is a particularly stunning place to visit during the warm summer months. Whether you'd prefer to enjoy the hospitality of local restaurants, take an exciting boat tour around the coastal area or hike upon the many surrounding mountains – it's all possible in and around the historical town of Conwy.

Conwy offers a whole host of places to eat and drink. Fine dining restaurants, traditional pubs and snug cafes can be found throughout the town. It's also host to a number of hotels and B&Bs – many of which are incredibly close to the castle itself. With its traditional and quaint appearance, you may be fooled into thinking that this town is hard to access. It's just over an hour's drive from two major airports – Liverpool and Manchester – and easily accessible by train. It's also worth exploring further afield in the rest of Conwy County which includes equally impressive coastal towns.

Llandudno has maintained its traditional and authentic charm. This Victorian seaside resort has much to offer its visiting guests. Take a leisurely walk along its promenade, or travel up to summit of the Great Orme where you'll be rewarded with incredible views of its surrounding mountains and coastal towns.

You'll also find that Conwy is very proud of its culture and history, and is often host to a number of cultural events throughout the year. Each year, you'll find an abundance of festivals, art galleries and local markets, which are primarily hosted in the name of supporting and displaying their local talent and produce.

If you're looking for somewhere to explore that is full of adventure and has also managed to maintain the rich history within its walls and buildings, Conwy offers its guests (and residents) all of this and more.

[\(http://www.conwy.com/\)](http://www.conwy.com/)



Job Advert

Required from September 2026: Deputy Headteacher

This is a permanent, full time post

Salary: Leadership Scale: L16-20

Closing Date: Monday 27th April 2026

We are seeking to appoint an outstanding, enthusiastic and highly motivated leader to the new position of Deputy Headteacher in the school. This post results from a restructuring of the leadership team, following a period of significant development, improvement and expansion in the school. This is an exciting opportunity to develop a new role, leading within the school's inclusion, pastoral and safeguarding teams, as the leadership team currently consists of a business manager, 5 Assistant Headteachers and a single deputy headteacher supporting the Headteacher.

Primarily, the successful candidate will share the values, vision and ethos of Ysgol Aberconwy, where we work together to create an inclusive, happy, dynamic learning community that inspires, supports and challenges everyone. You will share our core values of resilience, pride, respect, positivity and commitment.


Consequently the Governing body is looking to appoint a dynamic leader who

- Has a proven record of excellent classroom practice in which students are challenged, inspired and supported to achieve;
- Has good leadership, organisational and communication skills;
- Can create a clear vision within which staff are motivated and supported to develop their own skill set.
- Supports a culture of high expectations which drives school improvement;
- Has excellent personal and team building skills;
- Is committed to working with Governors, parents, carers, and wider stakeholders;
- Has a positive attitude towards change and innovation that will develop and inspire our students;
- Inspires staff and pupils through interest, encouragement and recognition of their unique value;
- Exhibits a high degree of emotional intelligence.

In return, we offer you:

- A strong commitment to professional development;
- A school with high aspirations and a genuine opportunity to make a difference;
- An opportunity to help shape teaching and learning and our alternative curriculum;
- A dedicated and supportive team of professional staff and governors;
- Strong links with other local schools for partnership working and support;
- A strong community spirit;
- A vibrant and interesting place to work.

This is an exciting time to join Ysgol Aberconwy, a mixed 11-to-18 comprehensive school of over 1100 pupils. Set in its own extensive campus on the banks of the beautiful River Conwy, the school is situated in the medieval town of Conwy on the North Wales coast adjacent to the Eryri National Park. As a PFI School, we are exceptionally well resourced and maintained, and we have developed a significant reputation locally for the quality of our pastoral care as well as our academic success. Numbers in the school will have risen by 30% over the last five years in September, and we have developed specialist resource centres to support children with dyslexia, autism and other learning needs.



Job Description

Post Title:	Deputy Headteacher
Salary Scale	Leadership Scale: L16-20
Responsible to:	Headteacher and Governing Body
Responsible for:	Specific roles of members of our Leadership Team and key staff associated with the inclusion, pastoral and safeguarding teams.
Purpose:	<p>Together with the headteacher and deputy headteacher (Curriculum), assist with the leadership and management of all the staff and the general organisation of the school. Support and assist the Head Teacher in providing dynamic and professional leadership and management to :</p> <ul style="list-style-type: none"> • ensure the vision for the school is clearly articulated, shared and acted on effectively by all. • work within the school community to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement. • personify the vision and values in everyday practice. • motivate and work with others to create a shared culture and positive climate. • ensure that strategic planning takes into account the diversity of the local and national context. • deputise for the headteacher as required. <p>The Deputy Head Teacher is expected to be familiar with the <i>Professional Standards for Teaching and Leadership</i> and their use in professional development review.</p>

Main Duties:

Leadership	<ul style="list-style-type: none"> • Deputising for the Head Teacher in his absence. • Working with the Head Teacher, deputy headteacher for curriculum, governing body and others to develop the school's vision, establish and maintain a culture and ethos that promotes effective collaboration, excellence, equality and high expectations of all pupils and staff. • Articulating and modelling the school's vision and strategic direction, developing and implementing, coherent operational plans which promote and sustain continuous school improvement where appropriate. • Leading specific initiatives where appropriate and co-ordinating development programmes to ensure the school promotes and achieves the highest standards of learning and teaching. • Embedding ambition, and providing and demanding professional curiosity to drive improvement, specifically within line managed teams and across all areas of responsibility. • Being accountable for the progress line managed teams make towards meeting the school's targets and strategic objectives for pupil performance. • Contributing to the school's rigorous and on-going self-evaluation cycle and quality assurance procedures across the school, specifically in line managed teams, including contributing to the School's SEF by providing relevant evidence, checking that all staff are fulfilling their professional responsibilities and carrying out their duties effectively according to Teachers Standards, and supporting the school's 'Departmental Inquiry' process.
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	<ul style="list-style-type: none"> • Drafting workplace policies, procedures and practice, ensuring they take account of statutory requirements and/or national and local priorities and promoting collective responsibility for their implementation where appropriate. • Preparing appropriate reports for Governors' meetings by request. • Being a positive role model in all aspects of leadership, management, teaching and learning to pupils, staff and wider stakeholders. • Contributing to LT meetings and strategy team meetings on a regular basis • Participating in the day to day management of the school by being a visible and effective presence, contributing to/supporting the duty rota and ensuring that high standards are maintained throughout.
Inclusion	<ul style="list-style-type: none"> • Lead a wide range of teams to secure school improvement. • Work positively with all parents and carers to promote the values and visions of the school and to involve them in ensuring their children's progress. • Lead the school's Safeguarding and Student Support teams in developing and delivering excellent and inclusive pastoral care and provision. • Be responsible for the learning, progress and outcomes for vulnerable and ALN students. • Lead pastoral teams to ensure that attendance is high, that behaviour is excellent, and to remove gaps in performance between disadvantaged and other students. • Secure the highest standards for behaviour, attendance and engagement. • Ensure behaviour management systems are robust. • Work alongside the Headteacher and other key staff to support decisions leading to fixed term exclusions and leading any processes that may lead to permanent exclusion. • Identify and tackle barriers to learning and engagement, working with staff to implement interventions and evaluating the impact of these. • Work with the Headteacher, Deputy Headteacher for Curriculum, ALNCo, SLT and middle leaders to analyse internal data, spotting patterns and trends, to ensure appropriate provision, interventions and individual plans for students with additional needs – including those in our specialist provisions for dyslexia and autism. • Ensure a consistent method of delivering and recording student support interventions/packages and ensure these are monitored/evaluated and developed based on their impact. • Review current systems, structures and ways of working in all areas of student support. • Provide strategic direction for reviews and change. Implement any changes through carefully planned change management processes. • Coordinate student voice to review performance and progress, championing feedback from students as part of our leadership and school development process. • Provide strategic leadership on alternative provision both internally and externally in order to maximise student outcomes. • Lead on other areas as agreed by the Headteacher.
Personal Growth and development	<ul style="list-style-type: none"> • To assist the Head Teacher in ensuring all staff are kept informed of the school's strategic objectives, core priorities, development and progress through effective communication. • Managing own workload and that of others to allow an appropriate work/life balance. • Contributing to the recruitment and professional development of the school's workforce to achieve the school's vision and goals. • To ensure that appropriate support systems are in place for newly appointed staff. • Supporting equal opportunities for all members of the school's community regardless of gender, ethnicity, religion, sexuality or disability. • Implementing clear, consistent and effective professional development review

	<p>processes within selected line managed teams; challenging underperformance at all levels and ensuring corrective action and follow up is provided accordingly.</p> <ul style="list-style-type: none"> • Using professional skills and judgement in decision making and ensuring that professional duties are fulfilled, as specified in the Terms and Conditions of Service of Teachers, including those of Deputy Head Teacher. • Reviewing own practice, setting personal targets, participating in continuing professional development and engaging in professional learning relevant to the post of Deputy Head Teacher.
Partnerships	<ul style="list-style-type: none"> • Liaising with other staff within the wider school team, leaders, governors and appropriate external agencies to protect children to ensure their development, health and well-being. • Maintaining effective partnerships with parents and carers to support and improve pupils' achievement and personal development and communicate effectively with parents, carers and guardians in all matters. • Sharing knowledge and experience with other schools to promote innovative initiatives. • Sharing the school's vision and values and building these into daily practice including the delivery of whole school assemblies and other opportunities for celebrating achievement and informing progress • Ensuring timely and professional communication to parents in all correspondence and consistently high standards in reports on pupils' progress. • Maintaining positive perceptions of the school through relevant presentations /workshops at Parents'/Curriculum Evenings and Celebration events. • Encouraging participation in and supporting enrichment and extracurricular activities appropriate to extending learning, including supporting those in line managed teams. • Leading specific whole school in-service training sessions related to the priorities for the post and other relevant time limited/working groups. • Establish, maintain and develop links with Primary Schools, Higher/Further Education, Estyn, Industry and Commerce.
Environment	<ul style="list-style-type: none"> • Ensuring the range, quality and use of all available resources is monitored, evaluated and reviewed in line managed teams to improve the quality of education for all pupils and ensure value for money. • Contributing to the development of future needs within a sustainable framework ensuring the range, quality and use of available resources are evaluated to improve the quality of education for all pupils. • The Deputy Head Teacher will undertake any other reasonable tasks or duties assigned by the Head Teacher and will have all the responsibilities of any teacher at the school within an agreed teaching commitment.
Other	<ul style="list-style-type: none"> • Ensure safe working and learning environment in which risks have been properly assessed. • Implement effective procedures to safeguard pupils at all times, including taking responsibility for pupil attendance and it's monitoring and reporting. • Attend appropriate internal and external meetings to maintain curriculum development.

This job description is not intended to be an exhaustive list of duties and following consultation with you, may be changed by the Headteacher or Governing Body to reflect or anticipate changes in the job which are commensurate with the salary and job title and in accordance with the School Teachers Pay and Conditions Document (Wales).

Person Specification

Deputy Headteacher

Factor	Requirements	How Identified	Rank E: Essential D: Desirable
Qualification	Good Honours Degree & achievement of QTS	AF/V	E
	NPQH or demonstration of working towards/evidence of further relevant professional study e.g. Leadership, Education Management etc.	AF/V	D
	Evidence of other recent participation in relevant personal and professional development	AF/V	E
Knowledge & Experience	An outstanding teacher who has achieved excellent outcomes by showing a sound understanding of how pupils learn best	AF/R/I	E
	Proven success in teaching and managing young people in a mainstream environment	AF/R/I	E
	Experience in managing the development, planning, delivery and assessment of National Curriculum expectations	AF/I	E
	Involvement in the delivery of training programmes/ presentations to staff	AF	E
	Excellent ICT skills for a range of educational administration tasks and teaching and learning	AF/I	D
	Knowledge of and involvement with performance development reviews for staff including how to address under-performance	AF/I	D
	Knowledge and experience of operational procedures to safeguard the welfare of young people	AF/I	E
	Knowledge and experience of successfully operating systems and strategies for managing pupils' behaviour	AF/I	E
	Experience of working productively and cooperatively with parents, carers and other stakeholders	AF/I	E
	Knowledge of supporting whole school well being	AF/I	D
Personal skills and attributes	An ability to lead and work within a team, to motivate and inspire colleagues to work towards a shared vision for school improvement and to use a creative approach to solving problems.	R/I	E
	Excellent communication skills – written and verbal – in English	AF/R/I	E
	Excellent communication skills – written and verbal – in Welsh	AF/R/I	D
	A desire to learn more about the language, culture and heritage of Wales	I	E
	An ability to develop a range of leadership styles and behaviours	R/I	E
	Ability to present the school in a positive way and work collaboratively with a range of audiences and professionals including prospective parents and pupils, Governors, LA officers, external agencies, members of the public and the media.	R/I	E
	A passionate commitment to education, based on deeply held values and beliefs and competencies	R/I	E
	Boundless enthusiasm and a positive outlook	R/I	E
Contacts & Relationships	Sense of humour and flexibility to adapt working practices to fresh challenges and new initiatives	R/I	D
	An ability to provide an excellent role model for pupils, to empathise with them, enthuse them and inspire in them a commitment to learning	AF/R/I	E
	Genuine enjoyment of working with young people	AF/R/I	E
	Understanding of and commitment to inclusion for all	AF/R/I	E

Factor	Requirements	How Identified	Rank E: Essential D: Desirable
	Commitment to excellence and the ability to lead by example, in terms of teaching and learning	AF/R/I	E
	Commitment to working as a team player	AF/R/I	E
	Excellent interpersonal skills and an ability to communicate effectively, with staff, students, external organisations and the general public.	AF/R/I	E
Decisions	Ability to make decisions independently.	R/I	E
	Ability to assimilate, analyse and interpret key documents and information to inform planning and implement initiatives	R/I	E
	The ability to be strategic and to plan and prioritise tasks, delegating where necessary and working to agreed deadlines	R/I	E
Resources	Ability to identify and use appropriate resources including IT and software	AF/I	D
	Ability to manage resources efficiently	AF/I	D

AF: Application Form

I: Interview

R: Reference

V: Verification



Safeguarding Procedures

We are committed to the safeguarding and promotion of the welfare of children. In this light, we would like to draw the following matters to your attention:

1. All appointments are made subject to:
 - a. An enhanced DBS disclosure;
 - b. Checks of professional status (EWC; QTS etc.)
 - c. Confirmation of professional qualifications;
 - d. Receipt of strong references (if not received by the time of interview); and
 - e. Medical clearance
2. We only accept applications completed on the Conwy application form with a covering letter. Please do not send CVs or open testimonials. More detail about the content of applications is provided in this pack below.
3. Please ensure that application form is completed in full. In particular, you must ensure that a full work history is provided and that any gaps in your employment are fully explained.
4. The referees cited in your application form must include your employer from the last occasion in which you worked with children. If your last employment was in a school, we would expect a reference from the Headteacher and/or Deputy/Assistant Headteacher.
5. When seeking references, we will request information about your suitability to work with children.
6. If you are shortlisted, any anomalies in your application will be discussed with you at interview.

We encourage you to pay close attention to these matters so that your application is not excluded unnecessarily.



Application Procedures

If you wish to be considered for this vacancy you should complete the electronic application form, giving the names and addresses of two referees.

Please note that the section for “Additional information to support your application” should include the following information:

- a. A brief outline of what you have achieved in your present post
- b. A statement about why you want this job.
- c. An indication of the strengths and expertise you could offer the school.

All points should address the detail in the person specification and other points made within this information pack.

Completed applications should be returned to Mr Ian Gerrard (Headteacher) c/o Lynn Jones, to arrive **no later than midday on Monday April 27th**.

Please note that we will only consider applications submitted on Conwy’s application form.

Interviews will take place during the week commencing **Monday May 4th**. If you have not heard from us within two weeks of this date, regretfully you must assume that your application has been unsuccessful on this occasion, in which case the Governors would like to thank you for your time and your interest in the school.

Please note that we are happy to arrange informal visits for prospective candidates before short-listing has taken place, also if you wish to have an informal discussion about the post in advance of your application, or if you require any further details, please contact Lynn Jones, the Headteacher’s PA.

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