



Applicant Information Pack

ALN Coordinator

Full time

Start date : September 2026

Salary details : Leadership Scale : L10-14



INSPIRE | SUPPORT | SUCCEED

Headteacher's Welcome

I would firstly like to thank you for your interest in the post of ALNCo at Ysgol Aberconwy. 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 : ALNCo

This is a permanent, full time post

Salary : Leadership Scale : L10-14

Closing Date: Monday 1st June

We are seeking to appoint an enthusiastic and highly motivated ALN Coordinator. As a member of the leadership team, the successful candidate will be responsible for creating and implementing a whole school strategy for students with additional learning needs. They will provide professional guidance in the area of ALN in order to secure improved standards of achievement for all pupils and they will ensure student learning needs are addressed in the most effective way through liaison with outside agencies, departmental staff and teaching assistants.

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: ALN Coordinator

SALARY: L10-L14

POSTHOLDER:


REPORTING TO: DHT

JOB PURPOSE

- To fulfil the statutory role of Additional Learning Needs Co-ordinator (ALNCo) as set out in the ALN Act 2018 and ALN Code for Wales 2021, providing strategic leadership and operational oversight of ALN across the school.
- To create, implement and evaluate a whole-school ALN strategy that ensures inclusive, high-quality provision and improved outcomes for all learners with ALN.
- To provide professional guidance to staff on ALN, inclusive pedagogy and person-centred practice, ensuring effective use of resources and high standards of teaching and learning.
- To ensure that learners' needs are accurately identified and met through high-quality universal, targeted and specialist provision, including the preparation, review and revision of Individual Development Plans (IDPs).
- To ensure students make strong progress in literacy, numeracy and across the Curriculum for Wales, in line with school expectations.
- To teach a reduced timetable appropriate to a senior leadership role, modelling high-quality inclusive practice.

MAIN DUTIES

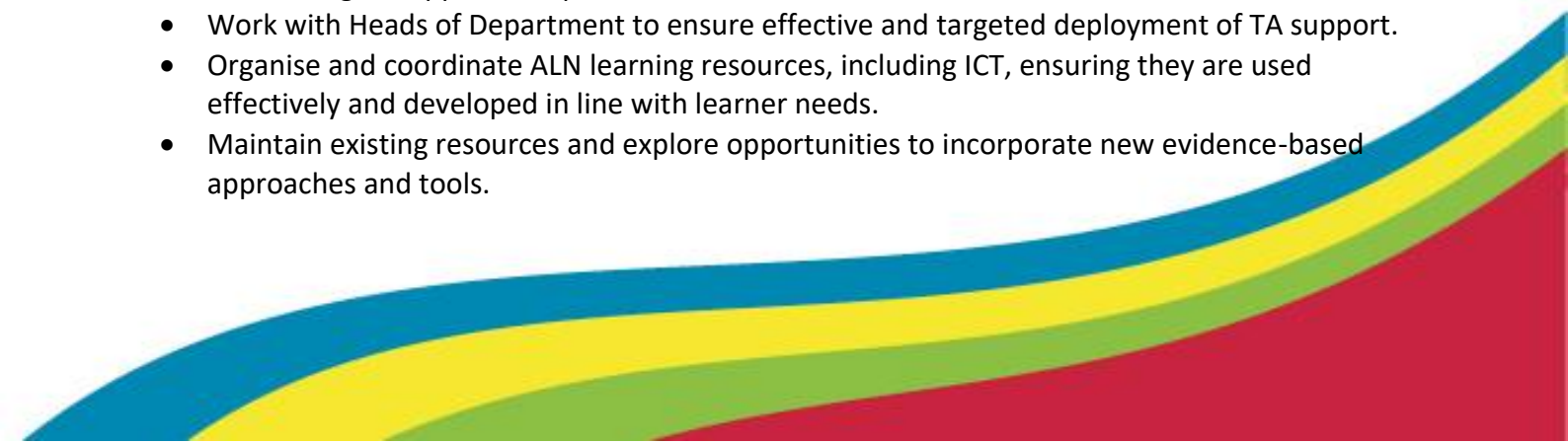
Strategic Leadership of ALN provision

- Lead the development, implementation and regular review of the school's ALN policy and practices in line with the ALN Code for Wales
 - Ensure inclusive practice is embedded consistently across the school through high-quality adaptive teaching
 - As a member of the school's leadership team, work with other senior leaders to contribute to whole-school improvement planning, with a sharp focus on improving outcomes for pupils with ALN.
 - Maintain strategic oversight of the school's specialist provisions for dyslexia and autism.
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Teaching and Learning

- Be a lead practitioner for teaching engaging and effective intervention lessons that motivate, inspire and improve pupil attainment.
- Model high-quality, inclusive classroom practice and support colleagues to develop effective universal and targeted strategies.
- Collect, interpret and use specialist assessment data to inform provision, monitor progress and set ambitious targets for learners with ALN.
- Identify underperformance and lead targeted interventions to address identified needs.
- Lead support groups according to pupil needs (e.g. SpLD, Speech and Language, social communication, Literacy, Numeracy).
- Ensure all learners make good progress towards at least their chronological reading age or have a clear strategy to achieve this.
- Work with pupils, subject leaders and teachers to ensure realistic but ambitious expectations for behaviour and achievement.
- Ensure all IDPs are accurate, person-centred, co-produced with learners and families, and compliant with statutory requirements.
- Liaise with literacy and numeracy coordinators to ensure access to the Curriculum for Wales and progression for learners with ALN.
- Maintain regular, productive communication with parents/carers, ensuring they are fully involved in ALN processes.
- Build professional partnerships with external specialists and agencies to support assessment, planning and provision.
- Ensure statutory responsibilities for IDPs, including preparation, review, revision and multi-agency involvement, are met within required timescales.
- Ensure appropriate Access Arrangements are identified, applied for and implemented in line with JCQ and statutory requirements.

Coordinating Staff and Resources

- Ensure all staff understand and fulfil their statutory responsibilities under the ALN Act and Code.
 - Lead professional learning for staff, identifying training needs and coordinating INSET on ALN, inclusive practice and person-centred approaches.
 - Provide line management, performance management and professional development for Teaching Assistants and other ALN support staff.
 - Provide regular reports to the Headteacher and Governing Body on ALN provision, compliance and learner outcomes.
 - Liaise with senior leaders regarding resource requirements, staffing deployment and timetabling to support ALN provision.
 - Work with Heads of Department to ensure effective and targeted deployment of TA support.
 - Organise and coordinate ALN learning resources, including ICT, ensuring they are used effectively and developed in line with learner needs.
 - Maintain existing resources and explore opportunities to incorporate new evidence-based approaches and tools.
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Partnership Working

- Liaise effectively with parents/carers, sharing and providing information as appropriate.
- Liaise effectively with primary partners to ensure early identification of ALN and smooth transition into Year 7.
- Lead transition planning at key stages, including collaboration with FE providers and the local authority for post-16 pathways.
- Work with local authority ALN teams, health professionals and other agencies to support assessment, IDP processes and multi-agency reviews.
- Liaise with the Ganolfan, ABCD, Hafan and the pastoral system to share information and coordinate support.
- Report termly to the Leadership Team on progress, wellbeing and outcomes for learners with ALN.
- Ensure ALN processes respect learners' Welsh language preferences, in line with the ALN Code.

Support for the School

- Comply with policies relating to inclusion, behaviour, safeguarding, health and safety, confidentiality and data protection.
- Contribute to the ethos and aims of the school, including the Curriculum for Wales and Cwricwlwm Cymreig.
- Participate in performance management, training and professional learning as required.
- Engage proactively in the performance management of staff reporting to the postholder.
- Use personal expertise to advise and support colleagues across the school.
- Ensure compliance with the Data Protection Act and maintain confidentiality at all times.
- Maintain thorough knowledge of statutory ALN policies and ensure the school meets all requirements.
- Lead monitoring and evaluation of ALN provision, including progress, attendance, exclusions and wellbeing data, using findings to inform school improvement.
- Support the school's processes for responding to concerns or disagreements about ALN decisions, in line with the ALN Code.

RIGHT TO VARY

This job description is not intended to be an exhaustive list of duties. Ysgol Aberconwy reserves the right, after appropriate consultation with you, to vary your duties and responsibilities within the parameters of your grade and occupational competence in order to respond to changes in the needs of the school.

Signed by Employee: **Date:**

Approved by: Head Teacher: **Date:**



Person Specification

Factor	Requirements	How Identified	Rank: E-Essential D-Desirable
Qualification	At least 5 A*-C GCSE including English and Maths or Equivalent	AF/V	E
	QTS	AF/V	E
	Specific ALN/SENCO training	AF/V	D
	SpLD qualification for Access Arrangements or prepared to undertake	AF/V/I	D
Knowledge & Skills	Working with young people with ALN in a learning environment	AF/I/V	E
	Working using collaborative partnerships	AF/V	E
	Working with young people to address literacy/numeracy difficulties	AF/I/R	D
	Excellent communication skills in written and spoken English.	AF/I/R	E
	Fluency in written and spoken Welsh	AF/I/V	D
	Good numeracy and literacy skills	AF/V	E
	Detailed knowledge of the ALN Act 2018, ALN Code for Wales 2021, and statutory ALNCo responsibilities.	AF/I/V	E
	Ability to plan / support intervention sessions with clear objectives to ensure progression for all	AF/I/R	E
	Experience of identifying, monitoring, evaluating and providing effective strategies for pupils with ALN	AF/I/R	E
	Experience of preparing, reviewing or contributing to Individual Development Plans (IDPs).	AF/I/R	E
	Experience of using person-centred practice with learners and families.	AF/I/R	E
	Ability to provide strategic leadership for ALN across a school setting.	AF/I/R	E
	Experience of contributing to whole-school improvement, policy development or quality assurance.	AF/I/R	E
	Ability to analyse data to evaluate provision and inform strategic decisions.	AF/I/R	E
	Experience of working with local authority ALN teams, health professionals or external agencies.	AF/I/R	E
	Experience of leading or coordinating transition for learners with ALN.	AF/I/R	D
	Creativity & Innovation	Understanding of the ALN Code requirements relating to Welsh-language preference in ALN processes.	AF/I
Experience of leading or managing staff, including supporting professional development.		AF/I/R	E
Strong understanding of safeguarding responsibilities relating to learners with ALN.		AF/I/R	E
Excellent personal motivation and enthusiasm for completing assigned tasks.		AF/I/R	E
Ability to self-evaluate learning needs and actively seek learning opportunities.		AF/I/R	E
Creativity & Innovation	Ability to research and organise information for inclusion in documents and reports.	AF/I/R	E
	Ability to plan effective actions for students at risk of underachieving.	AF/I/R	E
	Understanding of principles of child development and learning processes and, in particular, barriers to learning.	AF/I/R	E

Factor	Requirements	How Identified	Rank: E-Essential D-Desirable
Contacts & Relationships	Excellent interpersonal skills and an ability to communicate effectively, in both written and verbal form with staff.	I/R	E
	Ability to integrate into and work effectively within a team environment understanding school roles and responsibilities and your own position within these.	I/R	E
	Ability to relate well to children	I/R	E
	Full understanding of the range of support services/ providers and ability to work with such agencies	AF/R	E
Decisions/ Recommendations	Ability to make decisions independently within an agreed objective framework.	I/R	E
	Ability to work under pressure to complete deliverables and adhere to deadlines.	AF/I/R	E
	Excellent organisational skills including an ability to manage own workload and plan activities.	AF/I/R	E
Resources	Ability to manage resources efficiently	I/R	E
Physical Demands	Ability to carry out daily duties in and around the school environment – including break duties on the school yard and in the school canteen.	AF/I	E

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 June 1st**

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

Interviews will take place during the week commencing **Monday June 1st**. 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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