



**COLEG CYMUNEDOL  
Y DDERWEN**

## **Assistant Headteacher Recruitment Pack**

*CCYD aspires to empower our community to be collaborative, resilient and reflective individuals who have the self-confidence to embrace challenge.*

# Position: Assistant Headteacher

Full Time - Permanent

Leadership Scale: L12-16  
(£69,008 - £76,364)

Application Closing Date:  
30th January 2026 (3:30pm)

Shortlisting:  
To be confirmed

Interview Dates:  
To be confirmed

## Application Procedure:

Completed applications to be emailed to [helen.williams@ccyd.bridgend.cymru](mailto:helen.williams@ccyd.bridgend.cymru) and to include:

- The reasons you are applying for the post at Coleg Cymunedol Y Dderwen.
- Your vision for the role of Assistant Headteacher and how this compliments the school vision.
- Impact of any whole school initiatives that you have led.
- Provide evidence/details of how you meet the key essential criteria of the person specification.

We welcome pre-application phone calls so please get in touch to arrange this.

Contact details can be found on the last page of this pack.

Yours faithfully



Tracey Wellington  
Headteacher



## Useful Links

[School Website](#)

[Latest Estyn Report](#)

[School Improvement Plan](#)

[Curriculum Provision at CCYD](#)

Social Media Platforms:

[X](#) , [Facebook](#)

# Letter from the Headteacher

Dear Prospective Assistant Headteacher,

Thank you for your interest in applying for the Assistant Headteacher position. You may have already completed some homework and discovered that Coleg Cymunedol Y Dderwen is a rapidly improving school. Academic results have risen considerably at all key stages. Coleg Cymunedol Y Dderwen is a friendly, forward thinking and innovative school with a real desire to improve outcomes for young people. Relationships are strong within the school and the community ethos permeates through all activities. The development of responsible, mature and well-rounded individuals is important to us.

Our Estyn report from October 2023 states that: "CCYD is a caring, inclusive community in which all staff ensure that pupils' wellbeing and engagement is central to their work. Care, support and guidance is a strength of the school".

Coleg Cymunedol Y Dderwen is full of opportunity and potential. Our vision is very clear '*CCYD aspires to empower our community to be collaborative, resilient and reflective individuals who have the self-confidence to embrace challenge.*'

We are extremely proud of our school and of our developments in the Curriculum for Wales. Our structure is designed around the Areas of Learning Experiences. We have made dramatic improvements during the last few years, and this is a real testament to the diligence and commitment of the whole school community. We work hard to invest in the potential of all staff, and you will be well supported in your new role. I believe very much in distributed leadership and giving staff the opportunity to embrace challenge and become solution focused.

We are looking for an Assistant Headteacher who puts the learner at the heart of everything. There is no job description within this pack. This is because we do not want to narrow the field. We are looking for breadth and depth across many areas and the final job description will depend on the successful candidates' strengths based on the letter of application and interview process. Prospective candidates will need to visit CCYD prior to the interviews and shortlisting process. This will be led by myself during the school day and will give all candidates the opportunity to see the school and to find out if it is a school that they would like to help lead. The date for a visit is Monday 26th January 2026, at 11.10a.m, you will need to email [Samantha.williams@ccyd.bridgend.cymru](mailto:Samantha.williams@ccyd.bridgend.cymru) to inform her if you will be attending the visit.

If after visiting the school and reading all the relevant information you feel that you can play a dynamic and pivotal role in the future transformation and continued improvement of CCYD, we look forward to your application.

The continued success at Coleg Cymunedol Y Dderwen is underpinned by an exceptional ethos and strong relationships between all members of the school community, together with a positive focus on learners and staff wellbeing.

We look forward to receiving your application.



Tracey Wellington  
Headteacher

## About the school

We pride ourselves on being a supportive and inclusive community. Our learners are caring and polite and they are proud of their school.

Our motto is Taking Pride, and this is what we try to instil in our learners. We expect our classrooms to be challenging, innovative and be a positive nurturing environment. We are all fully committed to planning lessons which are challenging for all and help learners to become resilient, independent and adopt the growth mindset concept of 'I, can't do it yet'.

Our staff are the strength of the school. They are passionate and dedicated. They have enthusiasm and commitment and put the learner at the heart of everything. There is a strong culture of collaboration and mutual support.

The Curriculum for Wales is fully embedded and has been part of our curriculum since 2016. We review this annually through our quality assurance cycle. The Four Purpose Development of learners is at the heart of all our teaching and learning practices. We value these skills as they are part of lifelong learning and help all learners prepare for life beyond the school gates. All our teaching and learning practices are led by our teaching and learning group who use action research to trial and implement ideas at a whole school level.

We have a Learning Resource Centre, which caters for learners with moderate learning difficulties. We are extremely proud of our learners in the LRC and the provision that we provide for them. It is very successful in nurturing learners through its supportive environment where all learners feel safe and valued.

We also have a sixth form and again we are extremely proud of the provision that we provide. We have a team of Head Learners who represent learner voice. They are enthusiastic and confident learners who take pride in their strategic roles across the school. They are visible across the school and are wonderful role models for our younger learners.

Learner wellbeing is at the heart of everything we do. We have a powerful rewards system based on all aspects of school life and most importantly attitudes to learning. Learners strive to be 'Best of the Best' and part of the CCYD Elite. We have a strong commitment to pastoral care, and this is evident through the number of staff that we employ in this area. There are always staff available to support learners especially vulnerable learners. We also have a Phoenix Centre to support our behaviour practices and procedures. It also provides a safe place for learners with emotional and wellbeing issues. We also offer several interventions to support all learners.

Our links with the community are strong and we work hard to engage with parents, carers, community groups and our ten primary feeder schools. We offer a wide range of extra-curricular and enrichment opportunities which all learners can attend, this includes our 'Believe in Me Club' which offers targeted support to our free school meal learners. We also try to embed the RADY [Raising Achievement for Disadvantaged Youngsters] philosophy across all aspects of our provision.

We pride ourselves on our Vision statement which was co-developed by all stakeholders.

CCYD aspires to empower our community to be collaborative, resilient and reflective individuals who have the self-confidence to embrace challenges.

This encapsulates everything that we do and everything that we will continue to do!

Further information can be found at the following link:

[MYLOCALSCHOOL.GOV.WALES](https://mylocalschool.gov.wales)

# Job Advertisement

## Assistant Headteacher

L12-L16 - £69,088 - £76,364

From April 2026, or as soon as possible thereafter, CCYD is seeking to appoint an inspirational Assistant Headteacher with an excellent track record of school improvement.

The successful candidate will be a visionary leader who can lead with confidence, passion and conviction. They will need to lead by example and be a source of inspiration, support and guidance to colleagues. They will have the highest expectations of every learner.

This post will be of particular interest to those ambitious practitioners seeking to develop their range of leadership skills and move on to Headship in the future.

At CCYD, our learners are at the forefront of everything we do. Our Estyn report in October 2023 stated, 'that we are a caring, inclusive community in which all staff ensure that learners' wellbeing and engagement is central in their work'. It also states that 'leaders value and promote learner attainment and well-being equally'.

If you are an experienced leader with the vision, energy and drive to continue to further develop the holistic growth of all learners and staff then we look forward to accepting your application.

A Disclosure Barring Service Check at Enhanced level will be required for this post

Application Closing Date:

30th January 2026 (3:30pm)

Shortlisting:

To be confirmed

Interview Dates:

To be confirmed

## Person Specification - Assistant Headteacher

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher. The job description doesn't currently exist and will be written once the successful candidate is appointed.

Selection Criteria	Essential	Desirable
<b>Qualifications</b>		
Honours Graduate	✓	
Qualified teacher status	✓	
<b>Leadership, Knowledge, &amp; Experience</b>		
Significant and sustained experience of whole school responsibilities as a member of Senior Leadership	✓	
Experience of leading and implementing whole school initiatives and managing change, developing strategies for raising achievement	✓	
Knowledge of best practice and procedures for safeguarding children and young people	✓	
Proven experience of monitoring, evaluating and reviewing performance to raise achievement for all learners	✓	
Significant and sustained knowledge, experience, and understanding and application of the current Welsh educational context and the National Mission	✓	
Proven track record in raising achievement within own teaching	✓	
Experience of successful pastoral leadership, having led a Department, Subject Area or an Area of Learning Experience	✓	
Experience of using and interrogating a wide range of data to improve wellbeing and raise achievement of all learners	✓	
Evidence of the implementation of innovative ideas about learning and teaching and how to quality assure and evaluate impact	✓	
Experience of writing, adapting, and evaluating school policies	✓	
Evidence of and a commitment to Professional Learning	✓	
Experience and Knowledge of school to school working and Schools as a Learning Organisation (SLO)	✓	
Participation in recent training and development activities relating to whole school development	✓	
Evidence of providing professional development and training to internal/external organisations (other schools).	✓	
Ability to promote team learning and collaboration	✓	
Understanding of the ALN agenda	✓	



<b>Skills &amp; Personal Qualities</b>		
Uphold public trust in school leadership and maintain high standards of ethics, behaviour, and professional conduct	✓	
Ability to lead, manage and motivate staff and learners to achieve high standards	✓	
Proven experience of building a strong network of collaborative relationships and partnerships with other schools, education professions and appropriate external organisations	✓	
Ability to think analytically and strategically	✓	
Ability to make decisions and solve problems	✓	
Ability to remain positive and enthusiastic under pressure	✓	
Commitment to working in partnership with the community and all relevant stakeholders	✓	
Ability to organise work and prioritise effectively	✓	
Ability and proven experience of being able to delegate effectively	✓	
Commitment to equality of opportunity and inclusion	✓	
Strong written and oral communication skills	✓	
Resilience and emotional intelligence	✓	
Proven track record in raising achievement within own teaching	✓	
<b>Developing the strategic direction and Vision</b>		
Evidence of formulating the strategic planning process at whole school level including the School Improvement Plan and Self-Evaluation Report	✓	
Awareness and understanding of the school vision and how it can be further developed.	✓	
<b>Securing accountability and managing the organisation</b>		
Understand how to use a range of evidence to support, monitor, evaluate & improve performance	✓	
Organising the operational running of the school on a day-to-day basis	✓	
Knowledge & experience of financial planning	✓	
Knowledge and experience of contributing to Governing Body reports and meetings	✓	

# Employee Benefits

## Pension Scheme

All staff are eligible to join the Teachers Pension Scheme, which is currently a final salary scheme. It is a contributory scheme.

## Subsidised Leisure

All employees are eligible to purchase a Bridgecard at reduced rates which offers discounted access to the council's leisure centres within the borough.

## Occupational Health Services

There are a range of services available to promote staff welfare. These include an in-house counsellor, fast-track physiotherapy and effective return to work programmes.

## Training and Development

We recognise the importance of learning to the success of the organisation and are committed to the investment in and development of our staff. We believe that our customers deserve a service from staff who are competent and trained to do their jobs.

## Registration Fees

We will reimburse annual EWC registration fees.

## Conditions of Service

The appointment is subject to the current conditions of employment for teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and other current legislation.

## Location

The normal place of work will be Coleg Cymunedol Y Dderwen.

## Medical Clearance

Any offer of appointment is subject to medical clearance. You will be required to complete a medical questionnaire but may also require medical examination before appointment.

## References

Appointment is subject to receipt of a minimum of two satisfactory references. Wherever possible these should be from previous employers.

## Criminal Records

An enhanced Disclosure Check by the Disclosure and Barring Service will be necessary for the successful applicant, and appointment will not be confirmed before a satisfactory disclosure is received.

## Business Travel

Should you use your own vehicle for official journeys, mileage expenses will be reimbursed on the locally agreed rate.



# Senior Leadership Key Responsibilities 2025/26



Headteacher Tracey Wellington	Deputy Headteacher Catherine Waithaka	Director of Finance and Personnel Melanie Hopkins	Assistant Headteacher	Assistant Headteacher	Assistant Headteacher
Whole School Strategic Direction	Core skills, Engagement and Values	Finance, HR and Compliance	Conduct, Care and Exclusions	Learner outcomes and performance	Strategic Operations
<ul style="list-style-type: none"><li>• Whole school strategic direction/vision/ethos</li><li>• School performance (Standards at all levels)</li><li>• Strategic planning and self-evaluation</li><li>• Budget and finance oversight</li><li>• Staff discipline, conduct &amp; capability</li><li>• Staff recruitment, including coordination of staff responsibilities</li><li>• Job descriptions and designing whole school staffing structure</li><li>• Governance</li><li>• Liaison with strategic partners –CSC, LA, Estyn</li><li>• SLT performance and development</li><li>• Collaborative school-to-school working</li><li>• Whole school quality assurance</li><li>• Performance management</li><li>• Staff wellbeing</li><li>• Permanent Exclusions</li><li>• Oversight of school policies</li></ul>	<ul style="list-style-type: none"><li>• Improving standards of attendance including data and analysis</li><li>• Strategic oversight of Admissions</li><li>• Strategic lead for the tracking, monitoring and intervention of literacy and numeracy data including literacy and numeracy forums.</li><li>• Oversight of literacy and numeracy interventions</li><li>• Oversight of assemblies and ethos</li><li>• Oversight of staff communication – bulletin</li><li>• Oversight of communication and information to parents, including parent/open evenings</li><li>• Strategic lead for the School Calendar</li><li>• Oversight of Duty rotas</li><li>• Oversight of learner and parental voice</li><li>• Deputy for external examinations</li><li>• Strategic Lead for Transition</li><li>• Strategic lead for AOLE development/progression and QA processes</li><li>• Designated CEC lead</li><li>• Oversight of educational visits</li><li>• Middle Leadership self evaluation/</li><li>• IP/Standards/attendance</li></ul>	<ul style="list-style-type: none"><li>• Strategic financial planning &amp; management of the school budget</li><li>• Quality assurance of school administrative functions</li><li>• Senior lead for absence management policy and procedures</li><li>• Oversight of SIMS</li><li>• Senior lead for support staff</li><li>• Support staff performance management</li><li>• Oversight of staff recruitment</li><li>• Clerk to the governors</li><li>• Oversight of HR policies</li></ul>	<ul style="list-style-type: none"><li>• Learner Wellbeing</li><li>• Learner Behaviour</li><li>• Exclusions including permanent exclusion</li><li>• administration, data and analysis</li><li>• PSPs</li><li>• Learner movement/form moves</li><li>• Tutor time</li><li>• Strategic overview of pastoral teams/Phoenix centre</li><li>• Anti - bullying</li><li>• Oversight of managed moves</li><li>• External Support Agencies</li><li>• Deputy DSL</li><li>• Behaviour and rewards</li><li>• Classcharts</li><li>• Middle Leadership self-evaluation and IP/exclusions/A2L</li></ul>	<ul style="list-style-type: none"><li>• Strategic Lead for learner outcomes</li><li>• Strategic lead for groups of learners including MAT and disadvantaged learners including efsm learners and Young Carers</li><li>• Strategic lead for curriculum impact</li><li>• Internal and external data analysis</li><li>• Strategic lead for exam entries</li><li>• Learner tracking/target setting including leading RAM meetings</li><li>• Strategic lead for assessment, progression and data</li><li>• Strategic lead for learner reports and progress reports</li><li>• Oversight of set moves</li><li>• Oversight of examinations</li><li>• Leadership support of CWRE</li><li>• Middle Leadership self-evaluation/ IP/Standards</li></ul>	<ul style="list-style-type: none"><li>• Strategic lead for Health and Safety</li><li>• Strategic oversight of premises and site development/management</li><li>• Oversight of school transport</li><li>• ICT strategic and operational management</li><li>• GDPR</li><li>• Oversight of lettings and income generation</li><li>• Strategic oversight of cover and supply</li><li>• Strategic oversight of school policies</li><li>• BTEC nominee</li><li>• Middle Leadership self-evaluation/ IP/Standards</li></ul>
<p><b>Policies:</b></p> <p>Exclusions, Staff Discipline, Capability, Grievance Procedures, Pay Policy, Performance Management</p>	<p><b>Policies:</b></p> <p>Transition,Literacy, Numeracy, DCF, Intervention Processes/Procedures, Attendance Policy, EWC</p>	<p><b>Policies:</b></p> <p>Absence Management, Financial Procedures</p>	<p><b>Policies:</b></p> <p>Behaviour,Rewards and Achievement, Anti-bullying, Wellbeing</p>	<p><b>Policies:</b></p> <p>Data and Assessment Policies, MAT; Disadvantaged Learners, Examination Policies, CWRE.</p>	<p><b>Policies:</b></p> <p>ICT strategy, School Transport, Critical Incident/Emergency Plan, Health and Safety, GDPR</p>
<p><b>Line Management:</b></p> <ul style="list-style-type: none"><li>• SLT</li><li>• Director of Finance/Personnel</li><li>• Lead for staff wellbeing and absence management</li></ul>	<p><b>Line Management:</b></p> <ul style="list-style-type: none"><li>• Team Leaders - Welsh, Art,Nutrition and HSC (Standards/Exam Performance)</li><li>• Attendance officer/EWO</li><li>• Transition and progression steps coordinator</li><li>• Leaders of transferable skills - Literacy, Numeracy and DCF</li><li>• Digital/Graphical Communications &amp; Social Media Officer.</li></ul>	<p><b>Line Management:</b></p> <ul style="list-style-type: none"><li>• Support staff</li></ul>	<p><b>Line Management</b></p> <ul style="list-style-type: none"><li>• Pastoral Leads</li><li>• Pupil Support Officers</li></ul>	<p><b>Line Management:</b></p> <ul style="list-style-type: none"><li>• Strategic Leads: Maths, English, Science and Skills/ HWB</li><li>• Raising Aspirations &amp; Learner Participation lead</li><li>• Examinations Officer</li><li>• School Curriculum and Data Analyst</li></ul>	<p><b>Line Management:</b></p> <ul style="list-style-type: none"><li>• Team Leaders: PE, ICT &amp; MFL (Standards &amp; Exam Performance)</li><li>• ICT Network Manager</li><li>• Premises Manager and Team</li></ul>
				<p><b>Line Management:</b></p> <ul style="list-style-type: none"><li>• Whole School Lead – Teaching &amp; Learning</li><li>• Team Leaders – D+T, Music &amp; ALT Curriculum (Standards &amp; Exam Performance)</li><li>• Psychology and Criminology Co-ordinators</li><li>• Head of Sixth Form</li><li>• School Curriculum &amp; Data Analyst</li></ul>	<p><b>Line Management:</b></p> <ul style="list-style-type: none"><li>• Team Leaders – Geography, Business Studies, RPE &amp; History (Standards &amp; Exam Performance)</li><li>• Assistant ALNCO</li></ul>
				<p><b>Policies:</b></p> <p>ALN Guidance and Practice and Safeguarding, Healthcare Plans and Medical Needs, Intervention /Additional Provision Policies / Processes.</p>	<p><b>Policies:</b></p> <p>Curriculum, HWB, T&amp;L Policy, Staff induction, Healthy Schools, RSE, Assessment, Progression and Marking, Quality Assurance</p>
				<p><b>Policies:</b></p> <p>ALN Guidance and Practice and Safeguarding, Healthcare Plans and Medical Needs, Intervention /Additional Provision Policies / Processes.</p>	<p><b>Policies:</b></p> <p>Curriculum, HWB, T&amp;L Policy, Staff induction, Healthy Schools, RSE, Assessment, Progression and Marking, Quality Assurance</p>



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**Bridgend County Borough Council**  
**Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr**  
 [www.bridgend.gov.uk](http://www.bridgend.gov.uk)



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