

## Assistant Headteacher - Candidate Pack

Dear Candidate

I am delighted that you have requested further information on our current vacancy. We are looking for an Assistant Headteacher to join us and become part of our successful team, giving the very best support to our community every day. This is a fantastic opportunity to work in an engaging and rewarding environment, supporting the learning of our young people with a range of complex needs and challenges, including PMLD and ASD pupils.

We are committed to providing an excellent education for all learners so that we can equip them with the skills and strategies to live as independent a life as possible in the future. At Craig y Parc you will find dedicated staff, warm and trusting relationships between adults and students, teachers who listen and make learning fun, an innovative curriculum, a tailored approach to the needs of students, positive engagement, students who go home happy, and a truly stunning learning environment.

In this role you will gain a wealth of experience, and we can offer a solid training package to help you flourish in your role. Most of all we offer a welcoming team environment where everyone's contribution to the community is noticed and acknowledged.


Are you ready to take your place in the Craig y Parc team? I am really looking forward to receiving your completed application.

Yours sincerely

Adrian Jones

Interim Headteacher





Craig-Y-Parc School is a non-maintained special school and part of Saludem Care and Education, who provide services across England and Wales supporting adults and children in residential and educational environments.

Set within its own beautiful grounds near Cardiff, Craig-Y-Parc School offers extensive specialist facilities designed to create an exceptional learning environment, helping children and young people fulfil their potential. Facilities include accessible outdoor spaces, a hydrotherapy pool, and high-specification sensory areas.

At Craig-Y-Parc School, we believe everyone should have the opportunity to live a healthy, active, and fulfilling life, regardless of their background or disability. Our aim is to provide a safe and stimulating environment that enables children and young people to flourish and grow.

Craig-Y-Parc's provision caters for students aged 3 to 19 years of age. Many of our children have profound and multiple learning difficulties. A significant number of the children have additional sensory and physical impairments, autistic spectrum disorder and social and communication difficulties.


Our Floret View provision supports secondary-aged students with special educational needs, including speech, language and communication needs (SLCN) and autistic spectrum conditions (ASC).

We are immensely proud of our school and our community. We are committed to providing the very best for young people while they are with us, helping them to develop the knowledge, skills, confidence, and aspirations to succeed throughout their lives. Our staff team is at the heart of everything we do, and we know they are key to our continued success. Staff are well supported by the leadership team and offered opportunities to progress. We believe in supporting everyone to fulfil their potential, and Craig-Y-Parc School is a rewarding place to work, with staff reporting high levels of job satisfaction.

Through working for Saludem, we offer a comprehensive range of employee benefits designed to support you in various aspects of your life through our benefits platform, Saludem Extras. These include free online GP access for you and your family, ensuring healthcare is readily available when you need it most. Our free employee assistance programme also extends support to you and your partner, providing services such as counselling, financial advice, and legal guidance.

Craig-Y-Parc School is easily accessible by road and is located just outside Cardiff. There is on-site parking for those travelling by car.

New employees joining Craig-Y-Parc School are guaranteed a warm welcome from our community. Our motto is 'A Place to Grow', and we strongly believe this applies to our entire school community.



## Job Description

Job Title: Assistant Head Teacher

Reporting To: Head Teacher

Location: Craig y Parc School

Hours: Monday to Friday, 37.5hrs/week (Term Time only)

Salary: £45,000 - £49,000 per annum

## Job Overview

The Assistant Headteacher will be a key leadership role within our school, supporting the Headteacher in the strategic management of the school and leading on a variety of operational and educational responsibilities. You will play a pivotal role in ensuring the best possible outcomes for our students, particularly in creating a supportive, inclusive environment that fosters individual growth and promotes independence. To ensure a full understanding of the needs of pupils and how best to support the team you line-manage, there will be a part-teaching commitment of up to 40% timetable. This role involves working closely with teaching staff, parents, external agencies, and stakeholders to promote a culture of excellence and continuous improvement.

## Job Responsibilities

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### Leadership & Management

- Support the Headteacher in the day-to-day leadership and management of the school.
- Lead and support staff in their professional development, fostering a culture of continuous improvement.
- Collaborate with the Senior Leadership Team (SLT) to create and implement the school's strategic vision, ensuring it aligns with the needs of students with additional learning needs.

- Assist in the development and monitoring of the school's policies and procedures to ensure compliance with educational standards and best practices.
- Lead on key initiatives that enhance the quality of education and care, ensuring they are consistent with the school's ethos and objectives.


### Curriculum & Learning

- Support the development and implementation of a curriculum tailored to the needs of children, including those with PMLD.
- Monitor and evaluate the effectiveness of teaching and learning practices to ensure high standards are maintained.
- Lead and support teachers to implement individualized educational plans (IEPs) for students, ensuring that learning is accessible, meaningful, and engaging.
- Collaborate with external professionals and agencies to ensure holistic support for students, including therapists, social care and other specialists.

### Student Well-being and Safeguarding:

- Promote the welfare and safeguarding of students, ensuring a safe, therapeutic and supportive environment for all children.
- Advocate for pupils' wants and needs and work creatively to support these.
- Ensure that student behaviour is managed effectively, modelling positive behaviour support and fostering a sense of community within the school.


### Staff Development and Support:

- Support the recruitment, induction, and continuous development of teaching and support staff.
  - Provide mentorship and coaching to staff, helping them to develop best practices in working with children with additional learning needs.
  - Ensure robust performance management and feedback systems are in place, recognising and developing staff potential including teaching assistants
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### Communication & Partnership:

- Build and maintain strong relationships with parents and carers, ensuring they are actively involved in their child's learning and well-being.
- Liaise effectively with external agencies, professionals, and stakeholders to support pupils' holistic development and school improvement priorities.
- Work with other schools within the Salutem portfolio to develop and promote good practice.
- Represent the school at relevant meetings, conferences, and events as required.

### School Improvement & Monitoring:

- Work collaboratively with the Headteacher to develop, implement, and review the School Improvement Plan with clear, measurable objectives focused on pupil outcomes and school effectiveness.
  - Lead and contribute to rigorous self-evaluation processes and continuous improvement initiatives across the school.
  - Use data analytics to track pupil progress, identify gaps, and plan targeted interventions to ensure all pupils achieve their full potential.
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## Our Values

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- We are **Supportive** by promoting opportunities for everyone so they can reach their full potential
- We are very **Ambitious** to provide the best possible outcomes for the people who use our services
- We are **Loyal** because we put the people that we support and our staff at the centre of everything we do, and we deliver on our promises. We also are committed to ensuring that our services are meeting the needs of all stakeholders
- We are **Unique** because we are ambitious and innovative about the diversity of the services that we provide without compromising quality
- We are **Transparent** by being open, honest and fostering a culture of mutual respect. We promote a culture where we learn by our experiences, and we are committed to doing things better and setting the highest standards in what we do
- We are **Engaging** because we work in partnership with the people that we support, our staff and all our stakeholders
- We encourage everyone to experience a **Meaningful** life by being aspirational and by offering opportunities

## Knowledge, skills and competency

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- Professional qualification in education at degree level or higher, with current registration with the Education Workforce Council (EWC).
- Strong foundational skills in literacy and numeracy (GCSE or equivalent).
- Proven experience teaching pupils with profound and multiple learning difficulties (PMLD) and complex additional learning needs.
- Demonstrated leadership in school improvement projects or initiatives within a special education setting.
- Ability to work effectively within multi-disciplinary teams and to build positive professional relationships with external agencies.
- Proficient ICT skills to support learning management and data analysis.
- Deep understanding of relevant legislation, policies, and frameworks such as SEND Code of Practice, Routes for Learning, Foundation Phase, and ALN pedagogy.
- Critical thinker with strong analytical skills to interpret data and plan strategically for progression and improvement.
- Excellent communication, interpersonal, and negotiation skills to engage with pupils, staff, parents, and external partners.
- Commitment to fostering an inclusive, supportive, and positive school culture aligned with Craig-Y-Parc's values.