

Applicant Pack

Headteacher

Ysgol Uwchradd

Bodedern



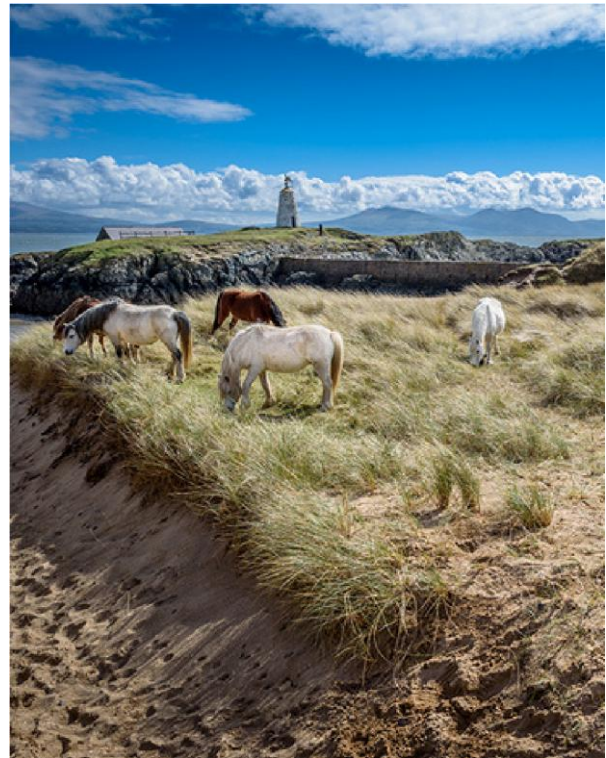
Closing date:
Midday, April 12th
2026



CYNGOR SIR
YNYS MÔN
ISLE OF ANGLESEY
COUNTY COUNCIL

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Dear Applicant

Thank you for taking this first step and considering this role at one of our schools.

Anglesey is a place rooted in its history and is ambitious for the future. We have a successful school system here on the island that works in partnership with many stakeholders. We're determined to ensure an education system that is suitable for the generation of today and future generations.

Education is a high priority for the Council and the effectiveness of our Learning Service in contributing towards high quality education services was acknowledged in our recent Estyn inspection report in 2022. We work closely with our school communities as part of our one-team 'Team Môn' ethos, where everyone's contribution is valued, and where there is purposeful collaboration to provide the best possible education and experiences for our children and young people. We support our schools to create the best learning environment possible, where our children and young people feel safe and are able to build successful lives. We want to attract the best people to shape and lead our schools and to contribute to the island's future. This really is an exciting time to join "Team Môn". I very much hope you will join us.

Sincerely,

Aaron Evans
Director of Education, Skills and Young People





Dear Applicant,

Thank you for your interest in the position of Head Teacher at Ysgol Uwchradd Bodedern. On behalf of the Governing Body, I am delighted to introduce our school and to share why this role represents an exciting and rewarding opportunity for an ambitious and caring leader who is committed to making a real difference to the lives of young people.

Ysgol Uwchradd Bodedern is a proud, inclusive, and community-centred secondary school with 824 pupils situated in the heart of Anglesey. We serve a diverse rural catchment and maintain strong relationships with our families, our partner primary schools, and the wider community. As a bilingual school, we are deeply committed to nurturing the Welsh language and culture, ensuring that every learner has the opportunity to thrive confidently in both Welsh and English.

We are seeking a Head Teacher who will inspire staff and learners alike, champion high standards, and lead with integrity, empathy, and vision. The right candidate will recognise the importance of strong wellbeing, consistent high-quality teaching and learning, and positive relationships as the foundation for success. They will also bring the strategic insight needed to guide the school confidently through future challenges and opportunities—educational, financial, and organisational.

Our staff are dedicated, skilled, and passionate about improving outcomes for our pupils. The Governing Body is equally committed and supportive, working closely with school leaders to ensure that Ysgol Uwchradd Bodedern continues to flourish. We are proud of our school's strengths and achievements, and we know that with the right leader, we can build even further on these foundations.

If you share our ambition for the school and our community, we warmly encourage you to apply. We are looking for a Head Teacher who will lead with heart as well as expertise—someone who will bring fresh ideas, high expectations, resilience, and a genuine commitment to the young people of Bodedern.

Thank you once again for your interest. We wish you the very best with your application and look forward to the possibility of welcoming you to our school.

Yours sincerely,

Mr Ned Michael

Chair of Governors
Ysgol Uwchradd Bodedern

ANGLESEY



Anglesey is many things. It is a place that inspires, a place that appeals to all the senses – a place to see, hear, taste, smell and feel. It is a place to get away from it all. But most of all, Anglesey is a place to get out and do!

From the minute you cross one of the bridges you'll see stunning landscapes, unspoilt coastlines and picturesque towns and villages that are just waiting to be explored. Miles of scenic walks on the Isle of Anglesey Coastal Path and cycle paths await you, as do some of the best water based activities.

There is so much to be discovered, from the islands rich culture and heritage and wonderful gardens to the unusual 'moonscape' landscapes that are home to an extraordinary amount of plants and wildlife.

Much of our coastline has been declared an Area of Outstanding Natural Beauty (AONB), and come rain or shine our fabulous beaches offer something for everyone – vast stretches of sand, safe swimming for the kids and windswept bays where a bracing walk and rock pooling are the call of the day.

Here, seeing really is believing, but don't just take our word for it – come and experience Anglesey for yourself.



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EMPLOYEE BENEFITS

Access to Teachers Pension Scheme

Manteision Mon discount card at leading retailers e.g., ASDA, Morrisons, Tesco, John Lewis etc

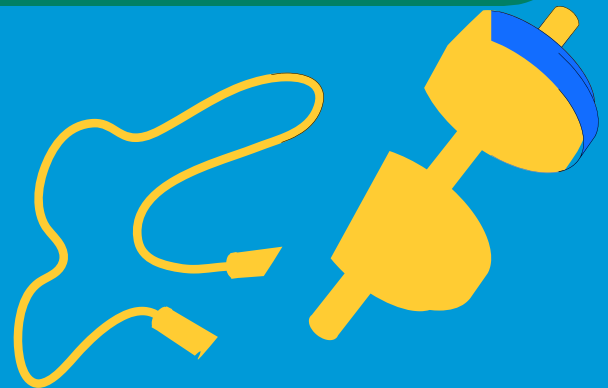
Discounts on membership of the authority's 4 leisure centres

Access to training and professional development

Discounts on Mobiles

Technology and Lifestyle discounts including technology salary sacrifice schemes

- Wellbeing and Occupational Health Support Services
- Physiotherapy
- Free eye tests for regular VDU users.
- Cycle to Work Scheme - The Council, through its partnership with Halfords, provides a Cycle 2 Work scheme for employees.
- Medra - 24/7 self-referral counselling services for employees – up to 4 sessions a year. Access to online service



Anglesey has excellent policies in place to ensure that employees can balance the demands of work and home.

Family-friendly policies to include

Maternity Leave; Paternity Leave; Parental Leave; Adoption Leave and Career Break

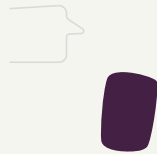
KEY DATES



SHORTLISTING

BY THE ...14 April 2026

Shortlisting will be complete
by the 12th April
Applicants will receive
notification of whether they
have been shortlisted



CLOSING DATE

MIDDAY 12 April 2026

Applications need to be submitted by midday of the 12 April 2026

Application forms available on the website

<https://www.anglesey.gov.wales/en/Council/ Jobs-careers-and-training/ Jobs-with-the-Council.aspx>



INTERVIEWS

Professional Interview- 21st April 2026

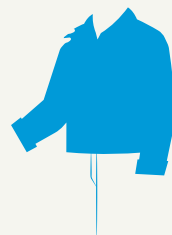
School Council Meeting- 23rd April 2026

Interview with Governors- 23rd April 2026

COMMENCING IN POST

1st September 2026

The successful candidate
is expected to commence
in post on the 1st September 2026





Job Title: Headteacher

Post Number:

Service / Section: Learning

Grade: Leadership Pay Range L25-L31

To lead and promote the internal organisation and management of the school and to provide a first-class education for all pupils. Carry out the professional responsibilities and duties of a Headteacher subject to teachers' current conditions of employment as contained in the School Teachers' Pay and Conditions Document, the School Standards and Framework Act 1998, the minimum standards for Qualified Teacher Status and other current legislation.

General: *To comply with the local authority's Corporate Safeguarding Policy and the safeguarding duties and responsibilities which that policy places on every employee, aligning with the core values of the authority which includes supporting children, adults who may be at risk and their families to keep them safe and healthy.*

Main Duties / Responsibilities:

STRATEGIC DIRECTION AND DEVELOPMENT OF THE SCHOOL:

1. Provide strategic leadership and develop and support the strategic direction, vision, values and priorities of the school.
2. Lead by example and provide inspiration and motivation for the school community.
3. Generate the vision, ethos and policies for the school that promote high standards of achievement and meet equality objectives.
4. Create and implement a strategic development plan, underpinned by sound financial planning, within a local and national context, which identifies priorities and targets for ensuring that pupils achieve high standards and that the teaching is effective.
5. Support and motivate all staff to achieve priorities and targets set by the school for itself.
6. Ensure that the management of the school, including finance and administration, supports the school's policies, vision and objectives.
7. Monitor and review all aspects of achievement, priorities, targets and policy and take action as necessary.

TEACHING AND LEARNING

8. Create an environment that ensures effective learning across the National Curriculum and to promote high standards of achievement, behaviour and discipline.
9. Determine and organise the curriculum and monitor and evaluate its effectiveness.
10. Monitor the quality of teaching and pupil attainment including analysis of performance data.
11. Develop links and effective partnerships with parents, other schools, educational institutions and the wider community, including business and industry, to enhance teaching and learning and pupils' personal development.

12. Contribute, as appropriate, to the teaching at the school.

LEADING AND MANAGING STAFF:

13. Develop positive working relationships with and between all staff and governors.

14. Implement and maintain effective strategies for the management of all staff.

15. Plan, appraise and support the work of staff groups, delegate appropriately and clearly evaluate outcomes.

16. Enable staff to develop their role by identifying development needs, ensuring an effective programme of entry into continuing professional development.

17. Enable performance management systems to operate effectively and address appraisal requirements.

EFFECTIVE DEPLOYMENT OF STAFF AND RESOURCES:

18. Work with governors and colleagues to recruit suitably qualified staff.

19. Ensure that all staff and governors understand their respective roles and responsibilities.

20. Deploy and develop staff to make the most effective use of their skills, expertise and experience and to ensure the effective management of the school in the absence of the Headteacher.

21. Manage and organise the use of school accommodation effectively and efficiently.

22. Manage and organise groups to ensure effective teaching and learning and that children's personal development needs are met.

23. Establish spending priorities and monitor the effectiveness of expenditure within the LEA's financial regulations.

24. Monitor the use of resources to deliver value for money, within the financial context of the school.

ACCOUNTABILITY:

25. Provide the Governing Body with information and advice so that it can meet its responsibility to ensure proper accountability throughout the school.

26. Ensure that the financial accounts are maintained in accordance with the LEA's financial regulations and that the Governing Body is effectively informed to enable them to make appropriate decisions and be accountable.

27. Create an ethos where all staff acknowledge their accountability.

28. Give account for the school's performance to internal and external agencies through analysis of performance data and relevant reports, using such analysis to inform planning at all levels.

29. Provide parents, the community and other interested parties with relevant information on all aspects of the school.

30. Ensure that the school meets the legal requirements of equal opportunities legislation and that the school operates within the spirit of the law as well as to the letter of the law.

31. Ensure that the school complies with statutory requirements in relation to education and other relevant legislation.

STRENGTHENING THE COMMUNITY:

32. Encourage and address cooperation between all interested parties, including the LEA.

33. Encourage and address collaboration with other schools.

34. Encourage and address the sharing of good practice.

35. Develop strategies to encourage parents and carers to support their children's learning.

36. Ensure that the school plays a central role in the community.

Person Specification:**Essential (E)
Desirable (D)****Education and Training****The minimum educational requirements/professional or vocational qualifications for the post:**

1. NPQH qualification
2. Degree level qualification
3. Professional teaching qualification (e.g., PGCE)
4. Master's degree in a relevant educational field

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D****Any specific training required for the post including certification:**

1. Relevant training in budget management
2. Relevant staff management training

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E****Key Competence Requirements****Job related knowledge:**

1. Up to date knowledge of local and national priorities with regard to the curriculum and teaching standards.
2. Understanding of legal issues relating to managing a school, including Child Protection, Equal Rights and Discrimination law, Human Rights and Employment legislation.
3. Knowledge of strategic financial planning and budgetary management.

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E****Specific skills:**

1. Ability to think systematically and to see connections and opportunities to make connections. Ability to simplify complexity, create clarity and focus and think creatively.
2. Able to demonstrate the ability to implement strategies for raising achievement and achieving excellence for pupils and staff.
3. Ability to manage a school on a day-to-day basis including delegation management of tasks and monitoring their implementation.
4. Ability to form good working relationships with stakeholders.
5. Experience of leading and managing staff and responding to human resources issues with due regard to relevant equality and employment regulations.

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Position in the Organisation:

Reports to:	Chair of Governors
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Staff Supervised:	Teachers and support staff employed by the school
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Working Arrangements and Conditions:

Working Week:	Monday - Friday
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Identified Work Base:	Ysgol Uwchradd Bodedern
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Contracted Hours:	Full Time
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Language Requirements**Welsh Language Skills** (Please see the skills framework attached)

Listening (Tick One)		Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>
Reading (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>
Speaking (Tick One)		Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>
Writing (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>

English Language Skills (Please see the skills framework attached)

Listening (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>
Reading (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>
Speaking (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>

Writing (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>
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Flexibility

Your attention is drawn to the fact that in some cases particular duties and responsibilities are difficult to define and may vary from time to time without changing the general character of the duties and level of responsibilities entailed. In addition, it is a requirement of all employees that they accept elements of flexibility in duties and responsibilities and when necessary, interchange within the organisation which will meet the changing needs and demands of the service. Such a requirement will enable the particular expertise of the post-holder to be developed and maximised to the mutual benefit of both employer and employee.

Date of preparation of this job description document: March 2026

Language Skills - Workplace Assessment Levels

(i) Listening

0	No skills
1	Able to understand basic enquiries in Welsh /English
2	Able to understand a basic social conversation in Welsh / English
3	Able to follow routine conversations involving work between fluent Welsh / English speakers
4	Able to follow the majority of conversations involving work including group discussions
5	Able to understand all conversations involving work

(ii) Reading

0	No skills
1	Able to read basic words and phrases, e.g. signs or short and simple notes
2	Able to read basic material involving work (slowly)
3	Able to read routine material with a dictionary
4	Able to read the majority of material in own area
5	Able to understand all material involving work

(iii) Speaking

0	No skills
1	Able to conduct a general conversation [greetings, names, saying, placenames]
2	Able to answer simple enquiries involving work
3	Able to converse with someone else, with some hesitancy, regarding routine work issues
4	Able to speak the language in the majority of situations using some Welsh / English words
5	Fluent – able to conduct a conversation and answer questions, for an extended period of time where necessary

(iv) Writing:

0	No skills
1	Able to write basic messages
2	Able to answer simple correspondence with assistance
3	Able to draft routine text, with editing assistance
4	Able to prepare the majority of written material related to the area, with some assistance in terms of revision
5	Skilled – able to complete written work without the need for revision