

**Candidate Pack for
Deputy
Headteacher**
September 2025



**YSGOL GYFUN
TREDEGAR
COMPREHENSIVE SCHOOL**

Application Process

Visits to the School

We welcome visits to the school and have made arrangements for these to take place during the school day on Tuesday 25th March. Please contact Stephanie French (Business Manager) stephanie.french@tredegarschool.cymru if you would like to visit or to request an informal conversation with Mrs Leaves, Headteacher

Application Form

All applicants must complete the requisite application form. CVs will not be accepted. Please enclose a supporting statement with the application form (see below)

Closing Date

Closing date for all applications is 9:00am Monday 31st March. Completed applications should be returned to Stephanie French (Business Manager) at Stephanie.French@tredegarschool.cymru

Shortlisting

Shortlisting will be completed on Thursday 3rd April. All applicants will receive email notification following the shortlisting. Invitations to interview will be emailed by Friday 4th April.

Interview Process

The interview process will cover two days and there may be points at which further shortlisting and a reduction in the candidate field may take place. Interviews for shortlisted candidates will be held on Thursday 10th and Friday 11th April with a view for the successful candidate commencing 1st September 2025.

Guidance notes on completing the supporting statement

A shortlist will be drawn up on the basis of the application form and supporting statement only. Candidates should explain how their skills and experience match the demands of the post. You should pay particular attention to the Person specification giving examples of recent and relevant experience and evidence of impact, including outcomes linked to school improvement and learner outcomes.

You are asked to provide the names of two referees, one of which must be your current Headteacher/Employer. We will contact referees of short-listed candidates prior to interview.

Dear Colleague,

Thank you for expressing your interest in the position of Deputy Headteacher at Ysgol Gyfun Tredegar Comprehensive School.

At Ysgol Gyfun Tredegar Comprehensive School we strive for, and encourage, excellence in all aspects of education. We seek to provide outstanding learning experiences and opportunities for all, underpinned by a culture of respect and pride. Every pupil has the opportunity to excel in a well-structured and highly supportive learning environment. We have an extremely committed and caring team who are fully dedicated to ensuring each and every child can achieve their personal best. The school currently has 750 pupils, 47 teachers and 25 members of support staff. The school serves an area of socio – economic disadvantage and our FSM figure currently stands at 25.2%.

We know our pupils learn best when they are in a safe, secure and happy environment. We take immense pride in our pastoral system which provides reassurance, continuity and allows a strong, supportive relationship to develop between our staff, parents and pupils. Our team is highly professional, and their commitment underpins the warmth and vibrancy of our community. We make it a priority that everyone is recognised and cared for as an individual. We build on the excellent links we have with our primary school partners and ensure that our Year 7 pupils' transition to secondary school is as seamless as possible, thus fostering and extending our cohesive community.

The school has grown significantly in recent years and as such, we have secured the development of an additional building for opening September 2026. Additional internal remodelling works to provide further capacity and enhance existing facilities will also commence this summer.

We are fully dedicated to creating a welcoming, stimulating and safe environment for all our staff and pupils. Ysgol Gyfun Tredegar Comprehensive School is a true learning organisation where teamwork is vital. Effective teams provide strength, support and growth. We encourage our staff and pupils to be reflective and evaluative, always seeking to grow and learn themselves professionally.

We recognise our parents as pivotal partners in the education of their children and we pride ourselves on strong relationships with all key stakeholders as we work together to help all learners achieve their full potential.

This is an exciting time to be joining our school as our new Deputy Headteacher. We are looking for an outstanding candidate, with an unrivalled passion for education and who has the energy, drive and resilience to secure the very best outcomes for all of our pupils.

Should you wish to receive any further information or would like to visit the school, please do not hesitate to contact me. I very much look forward to hearing from you.

Charlotte Leaves
Headteacher

Dear Applicant,

Re: Deputy Headteacher

Thank you for your interest in this post.

The opportunity to appoint a new Deputy Headteacher for the School is very exciting. We, as Governors, are clearly mindful of the huge responsibility that now falls to us. We are looking forward to working with a new Deputy Headteacher in supporting our Headteacher to continue to deliver outstanding education in a caring and inclusive community.

We are acutely aware of just how critically important this appointment is. We recognise that the Deputy Headteacher role is complex and challenging, but it is enormously rewarding.

Our pupils are engaged and high achieving; the staff are aspirational, enthusiastic and caring; parental involvement is encouraged, and the Local Authority and Regional Consortia recognises the strengths and values of the school. Our school engenders the greatest sense of pride amongst its staff, pupils, governors, parents and the wider community. Its reputation is equalled only by our own very high expectations.

The challenge will not only be in maintaining the school's current successful profile but also how best to continue the drive for excellence. We are seeking an innovative, dynamic, creative and capable practitioner who will provide excellent leadership and ensure that Ysgol Gyfun Tredegar Comprehensive School continues its journey to deliver the highest standard of education. The person we are seeking must have exceptional leadership qualities, the highest commitment to educational excellence, and a determination to take the school to the next part of its exciting journey.

I do hope you take the opportunity to visit our school and meet the pupils and staff. I am confident that you will see a forward-thinking, exciting school where children are fully supported and challenged to achieve their very best.

I would ask you to consider whether you feel you have the qualities for this key demanding role and if so, we would be delighted to consider your application.

Yours sincerely

Paul Maddy

Chair of Governors

Our Vision

Our vision is simple - To provide an outstanding, holistic education for every pupil. This ambition is built upon a culture of academic excellence, outstanding pastoral care and a range of diverse opportunities for educational enrichment. We support and encourage all pupils to become the very best they can be and to be thoroughly prepared for life in the 21st century.

Our Aims

- To provide the highest quality holistic educational experience for all so that each individual pupil can participate in and enjoy a varied range of academic, cultural, artistic, physical and social activities
- To enable each pupil to develop confidence, self-esteem and responsibility in all areas of school life.
- To offer a broad and balanced curriculum and the highest quality of learning and teaching so that each pupil is able to attain the qualifications, which best prepare them for post 16 opportunities and future careers.
- To encourage all pupils to develop the attitudes and values of mutual respect and understanding in order to make a valued contribution to the school and the wider community.
- To provide a safe and secure environment which nurtures and cares for each pupil as an individual, allowing them to flourish and grow.
- To sustain the valuable partnerships developed between parents, primary schools, FE institutions, businesses and the wider community.

Our Facilities

- Inviting, well-decorated classrooms with engaging displays that create a conducive atmosphere for teaching and learning
- Excellent ICT facilities throughout the school
- Specifically equipped practical rooms for music, art, science, design technology and hospitality and catering
- Superb dining facilities in both our canteen and Ffreutur
- Outside seating areas
- Good sporting facilities (shared access with Tredegar Leisure Centre sited next to the School) with a sports hall, gymnasium and swimming pool, together with an outside 3G pitch, tennis courts, a football pitch and rugby fields.