

Assistant Headteacher



Application Pack

Learning Together in Christ
Dysgu A'n Gilydd Yng Nghrist



An exciting opportunity to lead, inspire and transform the lives of young people.

Assistant Headteacher

Start Date : 1 January 2026 (or sooner if possible)

Salary Range : L14 – L17



We are seeking an exceptional and inspirational Assistant Headteacher to join our Senior Leadership Team and lead our strategic approach to pastoral care, behaviour, attendance and safeguarding.

As a Catholic school, our ambition extends beyond academic success. Inspired by the Jesuit virtues, we seek to form young people who are compassionate and loving, attentive and discerning, faith-filled and hopeful, learned and wise, and committed to serving others and the common good.

The successful candidate will be a highly visible and influential leader who combines high expectations with compassion. They will drive further improvements in behaviour and attendance, strengthen our pastoral provision and, as Designated Safeguarding Lead, ensure that every young person is safe, known, valued and able to flourish.

We are looking for an ambitious leader who can inspire others, build strong relationships with students and families, and translate vision into measurable improvement.

If you believe outstanding pastoral leadership can change the trajectory of a young person's life, we would love to hear from you. Come and help us form young people who are ready not simply to succeed in the world, but to make it better.

St Richard Gwyn is an 11-18 mixed Catholic comprehensive school in the Diocese of Wrexham, serving the population of Flintshire, North Wales. With approximately 750 students on roll including the sixth form, the school has a strong ethos and is a vibrant Christian community. The school is located near the A55 and is easily accessible from north Wales and the north west of England.

St Richard Gwyn Catholic High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to appropriate safer recruitment checks, including an enhanced DBS check and satisfactory references, in accordance with statutory safeguarding requirements.

Informal visits to the school are welcome.

If you would like to arrange a visit,
please contact Eleri Prosser, P.A. to the Headteacher
eleri.prosser@strichardgwyn.flintshire.sch.uk
telephone: 01352 736900

Please email completed applications to the Headteacher
email: **catherine.mccormack@strichardgwyn.flintshire.sch.uk**
Closing date for applications: **Midday on Monday 28 September 26**
Interviews: TBC week beginning **5 October**

Please note that candidates must use the Catholic Education Service application form available on the school website. The post is NOT restricted to Catholic applicants.

Letter to applicants from the Chair of Governors

Dear Candidate

Thank you for your interest in joining the leadership team of St Richard Gwyn Catholic High School.

The Governing Body wishes to appoint an exceptional Assistant Headteacher who is ambitious, innovative and committed to our Catholic mission. This is an exciting opportunity to join St Richard Gwyn at an important stage of its development and help shape the next chapter of our improvement journey.

Our ambition extends beyond academic success. Inspired by our Catholic faith and the Jesuit virtues, we seek to form young people who are compassionate and loving, attentive and discerning, faith-filled and hopeful, learned and wise, and committed to serving others.

Estyn Inspectors recognised the “considerable improvement in the quality of teaching” and the positive impact of leadership on teaching and pupils’ progress. Our ambition now is to build on this progress and pursue excellence in every aspect of school life.

Lead

We want a strong, visible and values-driven leader who will work alongside the Headteacher and senior leadership team, set high expectations and build excellent relationships across our school community.

Build

Our greatest resource is our people. You will develop talent, build leadership capacity and inspire colleagues to continually improve, creating a culture of professional learning, collaboration and collective responsibility.

Shape

You will be a strategic and forward-thinking leader, contributing to whole-school improvement and helping to shape a curriculum and culture that enable every young person to flourish academically, personally and spiritually.

Deliver

We expect our leaders to turn ambition into measurable impact. You will demonstrate the drive and resilience to secure sustained improvement and ensure that every student, irrespective of background or need, is supported and challenged to fulfil their potential.

Lead. Build. Shape. Deliver.

In a Catholic school, leadership is ultimately about service. We are looking for someone with the courage to lead, the generosity to develop others, the vision to shape our future and the determination to deliver for our young people.

If this reflects the leader you are, and the leader you aspire to become, we would be delighted to receive your application.



Mr. John Callan
Chair of the Governing Body

Letter from the Headteacher

September 2026

Dear Colleague,

Thank you for taking the time to find out more about St Richard Gwyn Catholic High School and for considering joining our school community.

Our ambition is simple: we want every student to flourish and every member of staff to feel valued, challenged and proud to work here. We are immensely proud of the contribution our young people make to school and the wider community and of the compassionate, confident and resilient young adults they become.

As a Catholic school, Christ is at the heart of our community. Inspired by Gospel values, we recognise the unique dignity of every individual and seek to nurture the gifts and talents of all. We want our students not only to achieve academic success, but to develop the character, values and sense of service that will enable them to make a positive difference in the world.

We have high expectations of ourselves and of our students. Through excellent teaching, strong pastoral care and a rich range of opportunities, we encourage every young person to aim high, become an independent learner and open as many doors as possible for their future. Strong partnerships with parents and carers are central to achieving this ambition.

Following our successful Estyn monitoring visit in 2026, St Richard Gwyn is entering an exciting new phase of its development. We are determined to build upon the considerable progress already made and continue our journey towards sustained excellence. Central to this is investing in our people. We offer high-quality professional learning, leadership development and bespoke opportunities designed to enable colleagues at every stage of their career to grow and flourish.

We are looking for talented, committed and ambitious people who share our belief in the potential of every young person and want to contribute to the next chapter of St Richard Gwyn's journey.

St Richard Gwyn Catholic High School is committed to safeguarding and promoting the welfare of children and young people. All appointments are subject to appropriate safer recruitment checks, including an enhanced DBS check and satisfactory references.

To apply, please complete the Catholic Education Service application form, addressing each of the criteria outlined in the person specification.

This post is not restricted to Catholic applicants.

If our values and ambitions resonate with you, we would be delighted to receive your application.

Best wishes,

Catherine McCormack

Draft Job Description

The Core Purpose of the Assistant Headteacher:

To provide leadership for key elements of curriculum and pastoral areas, as assigned by the Headteacher, as well as developing and contributing to staff development. The postholder will work closely with the Headteacher and SLT to ensure that there is effective strategic and operational leadership throughout the school. The postholder will be expected to demonstrate the impact their leadership has on the school, students and staff.

Applicants are likely to be assigned at least one of the following areas, and will be expected to demonstrate their potential to lead and have impact in:

- Personal development and wellbeing
- Care guidance and support
- Additional Learning Needs
- Safeguarding

Key areas of responsibility

- Undertake the usual responsibilities of the class teacher
- Be an active and supportive member of the senior leadership team
- Lead on strategic development and offer a vision for the future
- Provide outstanding leadership and management of staff
- Achieve excellent outcomes for students
- Be a visible and active member of the school community
- Undertake any other duty as reasonably directed by the Headteacher.

1. Class teacher responsibilities

1.1 To be an outstanding class teacher with responsibilities as set out in the current School Teachers' Pay and Conditions Document.

1.2 To carry out the duties of a general class teacher, including the provision of cover for absent teachers.

2. Senior leader responsibilities

2.1 Play a full part in the life of the school community, to model and support its Mission Statement and ethos, and to ensure staff and students follow this example.

2.2 Help to shape and enact the school's development plan, Mission Statement, aims and objectives.

2.3 Maintain clear vision, purpose and high expectations focused on student achievement and staff development.

2.4 Contribute significantly to the decision-making processes of the school, supporting decisions and sharing responsibility for them.

2.5 Inspire, motivate and influence staff to reach the highest standards in all aspects, ensuring they secure excellent outcomes for students and themselves.

2.6 To be an excellent role model for all staff and students and be a visible, supportive and challenging senior leader.

2.7 Maintain a visible and professional profile within the school.

2.8 Continue personal and professional development and engage actively in the appraisal process.

2.9 Plan and lead whole staff training as required.

3. Strategy (as assigned by the Headteacher).

- 3.1 Build and communicate a strategy for the designated area of responsibility,
- 3.2 Monitor, evaluate and report on the quality within the same designated area of responsibility.
- 3.3 Devise and implement quality assurance strategies to ensure high standards and performance.
- 3.4 To formulate, shape and enact the school's development and improvement plans.
- 3.5 Be a subject matter expert and ensure students have the best possible curriculum, pastoral support and wider opportunities.

4. Senior leader responsibilities

- 4.1 Play a full part in the life of the school community, to model and support its Mission Statement and ethos, and to ensure staff and students follow this example.
- 4.2 Help to shape and enact the school's development plan, Mission Statement, aims and objectives.
- 4.3 Maintain clear vision, purpose and high expectations focused on student achievement and staff development.
- 4.4 Contribute significantly to the decision-making processes of the school, supporting decisions and sharing responsibility for them.
- 4.5 Inspire, motivate and influence staff to reach the highest standards in all aspects, ensuring they secure excellent outcomes for students and themselves.
- 4.6 To be an excellent role model for all staff and students and be a visible, supportive and challenging senior leader.
- 4.7 Maintain a visible and professional profile within the school.
- 4.8 Continue personal and professional development and engage actively in the appraisal process.
- 4.9 Plan and lead whole staff training as required.

5. Strategy (as assigned by the Headteacher).

- 5.1 Build and communicate a strategy for the designated area of responsibility,
- 5.2 Monitor, evaluate and report on the quality within the same designated area of responsibility.
- 5.3 Devise and implement quality assurance strategies to ensure high standards and performance.
- 5.4 To formulate, shape and enact the school's development and improvement plans.
- 5.5 Be a subject matter expert and ensure students have the best possible curriculum, pastoral support and wider opportunities.

5. Staff management

- 5.6 To lead, manage and develop a team of colleagues, ensuring they perform to the best of their ability.
- 5.7 Develop and promote positive working relationships with and between all students and staff.

6. Student outcomes

- 6.1 Take responsibility for elements of curriculum and pastoral development.
- 6.2 Motivate students and ensure that they are encouraged and challenged to succeed.
- 6.3 Contribute to a culture of learning in which students are stretched at every opportunity.
- 6.4 Ensure that practices and policies are consistently applied across the school.
- 6.5 Maintain a safe, welcoming and stimulating environment for students.

7. Strengthening community

- 7.1 Work with the Headteacher and senior leadership team to build a culture which takes account of the richness and diversity of the communities served by the school.
- 7.2 Enable students to develop an understanding of their responsibility to others and provide the means for them to respond positively to this.
- 7.3 Give professional leadership in creating and implementing positive strategies for promoting understanding that everyone is equal in the eyes of God, and in particular for challenging racial and other prejudices and for dealing with racial harassment.
- 7.4 Ensure that effective strategies, systems and support are in place to ensure the safeguarding of children and young people in the school, co-operate, and work with relevant agencies for the protection of children

Person Specification

[A.1] Faith Commitment

	Essential	Desirable	Source
Practicing Catholic		D	R
Involvement in parish community		D	R

[A.2] To be able to demonstrate knowledge and understanding of the following in the context of a Catholic School

	Essential	Desirable	Source
Planning and leading prayer and liturgy (with support from Chaplain)	E		A, I, R
Ways of developing religious education and worship		D	A, I, R
A commitment to strategic thinking and planning that builds, communicates and carries forward a coherent and shared vision for the Catholic ethos of the school		D	A, I, R
How relationships should be fostered and developed between the school, parish, its community and the diocese.		D	A, I, R

[B] Qualifications

	Essential	Desirable	Source
Qualified teacher status	E		A
Degree or equivalent	E		A
Have completed the Catholic Certificate in Religious Studies (CCRS) or the Catholic Teachers' Certificated (CTC) <i>or has a commitment to do so</i>		D	A

[C] Professional Development

	Essential	Desirable	Source
Evidence of appropriate professional development for the role of assistant headteacher	E		A, I
Evidence of recent leadership and management professional development	E		A
Has successfully undertaken appropriate Safeguarding training.	E		A
Has undertaken <i>or is willing to</i> undertake a programme of study specifically focused on Leadership in Faith schools	E		A, I

[D] School leadership and management experience

	Essential	Desirable	Source
Evidence of substantial, recent and successful leadership experience in an appropriate/relevant setting (possibly as part of a Senior Leadership team)	E		A, I, R
Experience of working in a school in similar circumstances or serving a similar community		D	A
Evidence of an active involvement in school self-evaluation and development planning	E		A, I, R
To have had responsibility for policy development and implementation		D	A, I, R
To have had experience of and ability to contribute to staff development by, for example, coaching, mentoring, or the delivery of training	E		A, I, R
The proven ability to create vision, plan strategically and engage all stakeholders in successful implementation	E		A, I, R
The proven ability to use monitoring and evaluation systems to measure impact, hold others to account and shape future direction	E		A, I, R

[E] Experience and knowledge of teaching

	Essential	Desirable	Source
Experience of teaching in more than one school		D	A
Significant teaching experience within the relevant phase(s)	E		A
A knowledge and understanding of all key stages/phases provided in the school		D	A
To be able to use data, assessment and target setting effectively to raise standards/address weaknesses	E		A, I
To be able to exemplify how the needs of all pupils have been met through high quality teaching	E		A, I

[F] Professional Attributes

	Essential	Desirable	Source
To be able to demonstrate an understanding of the particular needs of pupils at our school and how these could be met	E		A, I
To be able to demonstrate a clear rationale for behaviour management and a proven track record of the effective implementation of a range of behaviour management strategies	E		A, I, R
Excellent written and oral communication skills (which will be assessed at all stages of the process)	E		A, I
To be a leader of learning, demonstrating, promoting and encouraging outstanding classroom practice	E		A, I
Ability to motivate others through personal influence and concern for individual needs	E		A, I
Conceptual thinking: the ability to: • identify patterns between potentially unrelated concepts and draw on past experience to make sense of underlying issues and understand a situation • take a broader view and utilise additional information to create new ways of and approaches to doing things • come up with highly innovative ways of solving problems • simplify complex issues for others		D	I
Holding others to account: the ability to: • hold others to account by clearly communicating expectations • give constructive and specific feedback • ensure goals or objectives are achieved by getting others to do what is asked of them even if it involves tough or unpopular decisions • Be prepared to have the 'difficult conversations' that may at times be necessary, and handle these with professionalism and sensitivity	E		I
Proven track record of raising achievement and leading change: able to provide evidence of: • Impact upon outcomes for students beyond their own subject area • Effective leadership of whole school initiatives • Promoting accountability in their current and previous roles	E		I

[G] Professional Skills.

Applicants must be able to demonstrate that they meet the Teachers' Standards (Wales) which are set out in detail in the current School Teachers' Pay and Conditions Document. The assistant headteacher must be exemplary and be able to

- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Plan and teach well-structured lessons
- Adapt teaching to respond to the strengths and needs of all pupils
- Make accurate and productive use of assessment
- Manage behaviour effectively
- Fulfil wider professional responsibilities.

[H] Personal Qualities

All of the following are considered essential for the post and will be assessed throughout the process.

- Continue to promote the school's strong educational philosophy and values.
- Inspire, challenge, motivate and empower teams and individuals to achieve high goals.
- Inspire trust in the school community
- Communicate clearly and effectively both orally and in writing in English.
- Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people.
- Build and maintain quality relationships through interpersonal skills and effective communication
- Demonstrate personal and professional integrity including modelling values and vision
- Manage and resolve conflict
- Prioritise, plan and organise self and others
- Think analytically and creatively and be able to demonstrate initiative in solving problems
- Be aware of their personal strengths and areas for development and listen to and reflect constructively and act upon, as appropriate, feedback from others
- Demonstrate a capacity for sustained hard work with energy and vigour
- An unceasingly optimistic approach and a sense of humour.

[I] Confidential References and Reports

Positive and supportive references are required from

1. The applicant's current or most recent employer;
2. Another professional reference from a suitably qualified person. This may be a local authority adviser/inspector, a School Improvement Partner or another recent employer.
3. The Catholic priest where the applicant normally worships confirming the applicant is a practising Catholic (for Catholic applicants only)

The governors reserve the right in exceptional cases to seek additional references from other former employers where this seems appropriate.

About Our School

St. Richard Gwyn Catholic High School is a Catholic school in the Diocese of Wrexham, serving the population of Flintshire. We belong to the wider community of Catholic schools across the world, which are rooted in the traditions and heritage of Catholic education. The pupils and staff are hardworking and show great loyalty and commitment to their school. Behaviour and relationships are excellent and are steeped in our strong ethos of respect for all. We enjoy great support from our local community and our feeder parishes. The role is significant and demanding and will provide excellent preparation for the role of Headteacher. The successful candidate will be supported through a comprehensive package of professional learning and development opportunities locally and nationally.

Recent feedback

Catholic Schools Inspectorate 2025

-  "St Richard Gwyn Catholic High School is a welcoming school that respects the dignity of every member of the community."
-  "The level of pastoral care provided for all members of the community is a strength of the school."
-  "The school's Catholic virtues are well known by students, who actively seek to live them in practical ways in their daily lives."

Estyn

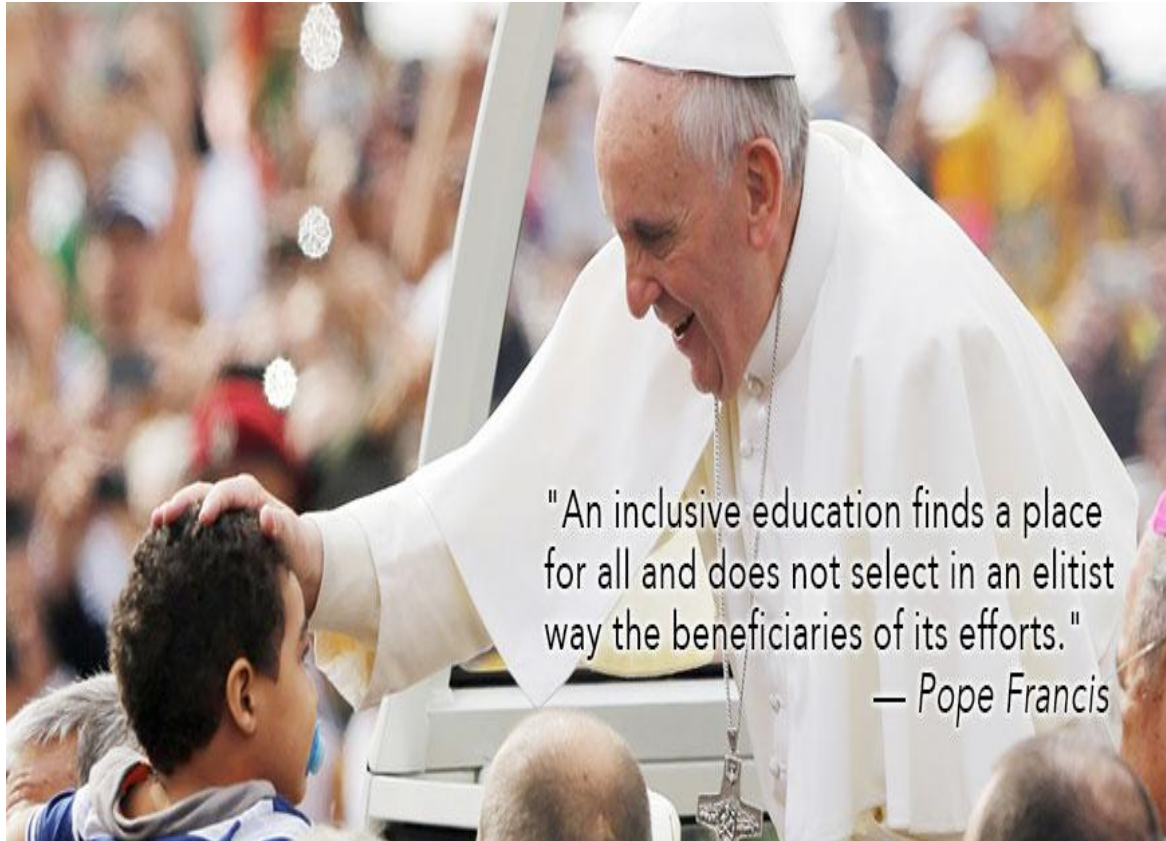
-  "Senior leaders have created a strong culture of mutual respect across the school."
-  "The school is a welcoming and friendly community. Many pupils demonstrate a positive attitude towards learning."
-  "Senior leaders have developed a worthwhile culture of professional learning and most teachers demonstrate strong subject knowledge."
-  "Many teachers foster positive working relationships with their pupils"
-  "There is a strong emphasis on improving the effectiveness of teaching."

Safeguarding

SRGCHS is fully committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced Disclosure & Barring Service certificate will be requested for the successful candidate in accordance with Safeguarding Children and Safer Recruitment in Education guidance. Successful candidates will need to register with the Education Workforce Council (EWC).

Key Dates

Closing Date: Monday, 28th September 2026 at 12 noon
Interview date: TBC week commencing 5th October 2026



St Richard Gwyn Catholic High School
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CH6 5JZ
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