



The Maelor School, Penley  
Ysgol Maelor, Penli

**Head of Languages(Welsh speaking) / Pennaeth yr  
Adran Ieithoedd** (MPS / UPS plus TLR £8764 )

**Required from September 2026**



The Maelor School  
Penley  
Wrexham  
LL13 0LU



[maelorschool.org.uk](http://maelorschool.org.uk)



@ The Maelor  
School, Penley



@ The Maelor  
School, Penley



## Welcome to The Maelor School

Dear applicant,

Thank you for your interest in the post of Head of Languages (Welsh speaking)/Pennaeth yr Adran Ieithoedd MPS/UPS plus TLR £8764 at The Maelor School. This post has arisen due to the promotion of the current postholder. As a key post in our school, it is one where we may be able to offer an opportunity for senior leadership team experience, for the right candidate.

We are looking to appoint a dedicated practitioner who places the education and well-being of young people at the heart of everything they do. The successful applicant will be an outstanding teacher of Welsh who will ensure that all pupils within the languages department excel through an inspiring, challenging and exciting learning environment.

As Headteacher, I am proud to lead a school that is deeply committed to academic achievement, personal growth, and community engagement. At The Maelor School, we believe every pupil has unique potential and encourage our pupils to “Be the Best Version of Themselves” in a safe and inclusive environment where all pupils can flourish.

We hold our pupils to very high standards: expecting them to work hard, behave respectfully, and present themselves smartly. Although we are proud of our long-standing reputation for academic excellence, we believe that education is about more than just results. Our mission is to help our pupils to discover and nurture their unique talents while developing the skills necessary for success in adult life.

We welcome applicants who have:

- the ability to coach and motivate colleagues to achieve individual and collective targets;
- experience of sustained delivery of outstanding attainment and achievements in Cymraeg;
- and experience of innovation and creativity to engage, enthuse and progress learners.

I hope that this application pack will assist you in the decision to apply for the post. Applications should be sent by email to [headteacherspa@maelorschool.org.uk](mailto:headteacherspa@maelorschool.org.uk) to arrive no later than Thursday 14<sup>th</sup> May at 9am. Please include a letter of application along with a fully completed application form.

Visits or conversations to discuss this exciting opportunity are encouraged. Please contact us via the school telephone number or via [headteacherspa@maelorschool.org.uk](mailto:headteacherspa@maelorschool.org.uk).

Everyone connected to The Maelor School takes great pride in our community, and we hope you will become part of our ongoing success story.

We look forward to meeting with you.

Yours sincerely,

Mrs Leanne Eyre - Headteacher/Pennaeth



# A Place to Live and Work

## A Place to Live and Work

The County Borough of Wrexham, located in Northeast Wales, is proud of and celebrates its Welsh heritage and cultural identity. The Maelor is in a rural area on the outskirts of the City of Wrexham - which nestles in the Dee Valley between the Welsh mountains and the Cheshire plains. It is a location that really can offer you the best of both worlds.

## The Old and the New

Wrexham has been a market centre since the medieval period, long before it rose to prominence in the late 18th century as a hotbed of the Industrial Revolution. Wrexham has managed to retain the atmosphere of a historic city whilst benefitting from modern pedestrianised shopping and an award-winning arts, culture and markets hub Tŷ Pawb, which opened in 2018. This supplements our heritage offer which includes the County Borough museum. We are proud of our UNESCO World Heritage Site - the Pontcysyllte Aqueduct and Canal - which draws in thousands of global visitors each year, in addition to two National Trust properties and three of the seven wonders of Wales.

Wrexham has a reputation for putting on large scale events, from Rugby League World Cup matches to open air pop concerts at the historic Racecourse Ground, STÖK Cae Ras. Wrexham also has a large University, and excellent sporting facilities - it is a place that is looking to the future.

## A City Nestled in the Countryside

Wrexham can provide the perfect base for whatever kind of lifestyle you want to enjoy.

On the one hand, there's plenty of surrounding countryside to explore. The County Borough boasts a National Nature Reserve, an Area of Outstanding National Beauty and eleven country parks. The landscape of Northeast Wales is very attractive, and you are rarely more than twenty minutes away from the peace and tranquillity of the Welsh hills.

On the other hand, it is under an hour away from two leading European cities - Manchester and Liverpool - with their international blends of culture, nightlife, shopping and facilities. Wrexham is a bustling commercial centre in its own right, with one of the largest Industrial Estates in Europe (housing the likes of JCB, Kelloggs, Hoya and HMP Berwyn Prison).



# Our School



The Maelor School is a consistently high-performing comprehensive school, welcoming pupils aged 11 to 18. While many of our pupils come from the nearby villages around Penley, others choose to travel from across Wrexham, Shropshire, and Cheshire to experience our warm, close-knit community in a picturesque rural setting.

Our school was established in the small village of Penley in 1957, in extensive grounds in a beautiful rural situation. There are five forms of entry (approximately 130 pupils annually) giving a total of around 810, including the Sixth Form of around 160 students.

We hold our pupils to very high standards: expecting them to work hard, behave respectfully, and present themselves smartly. Although we are proud of our long-standing reputation for academic excellence, we believe that education is about more than just results. Our mission is to help our pupils to discover and nurture their unique talents while developing the skills necessary for success in adult life. We encourage and support our pupils to be the best versions of themselves and embody our core values: respect, resilience and relationships.

Everyone connected to The Maelor School takes great pride in our community. You will find happy staff, a great sense of teamwork and a commitment to developing colleagues at all levels.



The Maelor School, Penley    Ysgol Maelor, Penley

Respect ● Relationships ● Resilience    Parch ● Perthnasau ● Gwydn





## The Maelor School Ysgol Maelor

Penley  
Wrexham  
LL13 0LU  
Tel: 01948 830291

[www.maelorschool.org.uk](http://www.maelorschool.org.uk)

[contact@maelorschool.org.uk](mailto:contact@maelorschool.org.uk)

[@maelorpenley](https://twitter.com/maelorpenley)

### Head of Languages (Welsh speaking)/Pennaeth yr Adran Ieithoedd

Required from September 2026

MPS / UPS + £8764

We are looking for an outstanding, ambitious Head of Languages (Welsh speaking)/Pennaeth yr Adran Ieithoedd who is passionate about their subject and the impact it can have on a young person's development and all-round education. This post has arisen due to the promotion of the current postholder. As a key post in our school, it is one where we may be able to offer an opportunity for senior leadership team experience, for the right candidate.

As an experienced teacher, you will develop an exciting curriculum, both in lessons and beyond, that suits every type of learner and have the resolve to make a real difference to the lives of our young people. The successful candidate will be an enthusiastic and highly motivated individual eager to make a positive contribution to the aspirational vision for The Maelor School, with excellent organisational skills and will demonstrate the ability to lead a successful faculty drawing on their extensive teaching experience.

**You will have:**

- the ability to coach and motivate colleagues to achieve individual and collective targets;
- experience of sustained delivery of outstanding attainment and achievements in Cymraeg;
- and experience of innovation and creativity to engage, enthuse and progress learners.

Application packs are available on ETeach and on the school website (<https://www.maelorschool.org.uk/join-us/vacancies/>) and should be submitted to [headteacherspa@maelorschool.org.uk](mailto:headteacherspa@maelorschool.org.uk) by 9am on Thursday 14<sup>th</sup> May 2026.

*The referees provided in your application must include your employer from when you last worked with children; if this was in a school, we would expect it to be from the Headteacher.*

*The school is committed to safeguarding and promoting the welfare of children and young people and expects all employees to share this commitment. The successful applicant will be required to undertake an enhanced DBS check prior to taking up appointment.*

*The Maelor School welcomes applications from suitably qualified candidates regardless of race, gender, disability, sexuality, religious belief or age.*

**Closing date: Thursday 14<sup>th</sup> May 2026 at 9am**

**Interviews: Monday 19<sup>th</sup> May 2026**



## Job Description: Head of Welsh

<b>Job Title:</b>	Head of Languages
<b>TLR:</b>	TLR £8764
<b>Reports to:</b>	Deputy Headteacher/Assistant Headteacher
<b>Disclosure Level:</b>	Enhanced

### Job Purpose:

- To provide effective leadership of the Languages Faculty to secure high-quality learning which allows pupils to fulfil their potential.
- Engender a common sense of purpose, shared vision and sense of mission within the faculty.
- To lead, inspire and manage the faculty so that pupils across the group of subjects have access to a broad and balanced curriculum and achieve the highest standards, in line with the school's ethos of developing the individual.
- To manage financial and physical resources and effectively deploy teaching and support staff within the department.
- To lead and line-manage individual subject teachers to ensure successful outcomes across the group of subjects.
- To drive academic leadership in the school as part of the team of Curriculum Leaders.

### Principal Duties and Responsibilities:

#### Strategic Direction and Development of the Subject

- Ensure the provision of an appropriately broad, balanced, relevant and differentiated Welsh and MFL curriculum and for all pupils studying within the faculty, in accordance with the aims of the school and the curricular policies determined by the Governing Body.
- To formulate the Welsh and MFL policy, aims and objectives which meet National Curriculum requirements and the school's curriculum and equal opportunities policies.
- Ensure the provision of progressive development opportunities in the cross-curricular skills (literacy, numeracy and digital competence) throughout the Welsh curriculum.
- Ensure the key principles of the Curriculum for Wales are embedded within the Welsh and MFL curriculum, including the integral skills and cross-cutting themes.
- Undertake the leadership, management, monitoring and evaluation of Teaching and Learning in the Welsh and MFL faculties, working with other TLR holders and subject specialists as appropriate.
- Work with subject specialist teachers to ensure academic achievements equate to the target set for individuals and year groups in all subjects.
- To work with the subject teachers in using data effectively to identify pupils who are underachieving and implement effective plans of action and targeted intervention to support those pupils.
- To work with subject teachers in revising long-term curriculum plans and lead those other members of the department in resourcing each topic and monitor the progress made in achieving subject plans and targets.
- Develop and implement the Languages Departmental Development Plan and ensure the team is clear about standards, action to be taken, timescales and criteria for success.

#### Leading Teaching and Learning

- To coach, develop and enhance the teaching practice of others.
- To nurture a climate that enables other staff to develop and maintain positive attitudes towards their subject and confidence in teaching it.
- To take the lead in the monitoring of the quality of teaching and learning in Welsh.
- To monitor progress of the Departmental Development Plan, evaluate the effects on learning and teaching and use this analysis to guide further improvements.
- To innovate in learning: to keep abreast of subject developments and bring these to the school. To engage with school-wide learning initiatives and lead the implementation of these within the department.
- To ensure that teaching and learning strategies within the faculty stimulate pupil interest and involvement in learning and meet the needs of individual learners, drawing on good practice throughout the school.
- To ensure that schemes of work show continuity and progression in curriculum objectives and content, the development of cross-curricular skills and teaching and learning strategies.
- To ensure that literacy, numeracy and digital skills are included in the learning experience of pupils within Welsh, and that progression in these is assessed and monitored accurately to ensure high levels of progression and attainment are achieved.
- To develop and monitor assessment procedures compatible with the school policy and statutory requirements.
- To ensure all reporting within the faculty is completed promptly using the appropriate programme and teachers are competent in analysing progress data and using it diagnostically to impact pupil progress.
- To ensure the arrangement of educational visits and enhancement activities that aim to support curriculum objectives.
- To ensure liaison with the Examinations Officer over entry procedures.
- To monitor examination results within the faculty and participate in results analysis activities, preparing reports and intervention plans as required.



### **Leading and Managing Staff**

- To assist in the preparation of job descriptions and delegate appropriate responsibilities and duties to members of the faculty as appropriate.
- To make arrangements for the induction of newly appointed teachers and be involved in the probation process.
- To provide a full programme of guidance and support for Early Career teachers, those returning to teaching and those taking part in teacher training programmes.
- To liaise with the Deputy Head Teacher in promoting the professional development of teachers within the team and identifying relevant Professional Learning needs, providing support as necessary and leading on the Professional Development Review process within the faculty.
- To identify strengths and areas for improvement of staff and take appropriate actions to encourage high morale.
- To implement school procedures for the monitoring and evaluation of the work of teachers within the faculty and participate in the tackling of underperformance.
- To establish structures for consultation, communication and evaluation within the team. To hold effective meetings and ensure that minutes are distributed to members of the faculty and filed appropriately in agreed school folders online.
- To organise, alongside subject teachers, work for absent staff, ensuring that suitable work is set and resourced.
- Support teachers to build constructive working relationships with pupils, parents and other staff.
- Lead professional development of teachers through methods such as leading by example, coaching, and by involving others such as LA consultants.
- Work with the ALNCO, pastoral team, senior team, outside agencies and any other staff to ensure pupils' work and subsequent standards to attain desired levels of progression.
- To liaise with other Curriculum Leaders over whole school curriculum planning.

### **Efficient and Effective Deployment of Staff and Resources**

- To support the effective deployment of languages staff and resources in order to meet the development aims of the subject.
- To contribute as appropriate to the planning of the school timetable. To advise on the most effective deployment of faculty personnel.
- To ensure that resources for the faculty are relevant to curriculum needs, cost effective and are well maintained.
- To ensure the purchase, maintenance and appropriate allocation of resources.
- To outline standards for the proper care of the accommodation, furniture and equipment and to demonstrate the economic, efficient and effective use of resources.
- To ensure that the learning environment is enhanced and that classrooms etc are left tidy and clean; and pupil work is regularly displayed within and outside the classroom.
- To liaise with the Business Manager regarding all issues related to finance.
- To lead faculty/department meetings, discussions and management systems necessary to co-ordinate the work of the department and integrate this into the work of the school as a whole.

### **Pupils**

- To establish and maintain high levels of expectations in pupils. To ensure that the school guidelines on behaviour, quality of work and completion of home learning tasks are implemented.
- To establish procedures for the assessment and recording of pupil progress in line with school policy. To ensure that pupil records are passed on from year to year. To organise teaching groups into sets where appropriate.
- To ensure that pupils and their parents are provided with information and guidance about the faculty.
- To ensure liaison with the pastoral and learning support staff over individual pupil needs, especially during times of stress. To monitor attendance and punctuality and ensure that pupils use their planners.
- To organise and oversee the faculty's internal behaviour for learning process, in line with the school's behaviour for learning policy.
- To assist in the discipline and congratulation of individual pupils through the faculty structure and the school behaviour and rewards system.
- To be an excellent classroom practitioner who can teach a variety of classes across the ability range and key stages.
- To achieve and maintain high standards of pupil attainment and progress with the classes you teach.
- Assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required.
- To control and oversee the use and storage of books and other teaching materials provided for class usage.
- Monitor and report to parents on the progress of pupils in line with the school's procedure.



**Other Responsibilities:**

- To participate in the school's Professional Development Review cycle and ensure that targets are set and met within the agreed timescale.
- To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults.
- To comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To contribute to the school ethos, values, aims and development/improvement plan.
- To participate in training, professional learning activities and professional development as required.
- To continue own professional development in relevant areas including subject knowledge and teaching methods.
- To undertake all reasonable other duties as directed by the Headteacher.

*Following consultation with you this job description may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.*

*The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.*

*This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.*

*This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.*

*The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.*



## PERSON SPECIFICATION: HEAD OF WELSH

Requirement	Essential	Desirable	Measured by*
<b>Qualifications</b>			
Qualified Teacher Status	✓		F, C
Degree appropriate to the post	✓		F, C
Leadership qualification, or willingness to embark on training		✓	I
Commitment to continued personal and professional development	✓		F, I
Be a fluent Welsh speaker and have the ability to teach it	✓		F, I
Significant experience of teaching Welsh	✓		F,C
<b>Specialist Knowledge</b>			
Knowledge of National Curriculum requirements, statutory requirements, and frameworks across the Welsh area	✓		F, I
Knowledge of GCSE specifications, exam requirements and marking protocols across the Welsh area	✓		F, I
Confidence in using data to improve levels of achievement	✓		I
Confident user of ICT	✓		I
Highly effective classroom practitioner who has a good rapport with learners of all abilities	✓		I
Excellent oral and written communication	✓		F, I
Experience of teaching Key Stage 5		✓	F,I
<b>Personal Attributes</b>			
Enthusiasm for teaching, learning, and the achievement of every learner	✓		F, I
A willingness to participate in the extra-curricular life of the school		✓	F, I
Highly effective personal and interpersonal skills	✓		I
Outstanding time management and personal organisation	✓		I
Commitment to excellent attendance and punctuality	✓		F, I
A drive for continuous improvement	✓		F,I
<b>Equality</b>			
Knowledge of and commitment to Equality and Diversity	✓		I
Understanding of the importance of Welsh Language and Culture	✓		I

F Job Application Form

C Certificate of Qualification

I Interview

Signature:-

Postholder..... Date.....

Headteacher..... Date .....

