Croesyceiliog School

Learning Coordinator

Recruitment Pack





Introduction

Welcome to Croesyceiliog School

Welcome to Croesyceiliog School and thank you for considering applying for this position. To assist you with your application I thought it would be useful if I gave you a brief introduction to our school.

As we look ahead to the 2026/27 academic year, we are entering the next stage of our development with confidence and ambition. Building upon the significant strengths identified by Estyn in our recent inspection report here, our focus is now on securing excellence across every aspect of school life.

We are determined not only to maintain the high standards and inclusive culture that defines Croesyceiliog School, but to continue innovating, refining and improving so that every pupil, every member of staff and every family experiences the very best we can offer. Recent inspection findings recognised the strength of our inclusive community, the positive relationships between staff and pupils, our commitment to well-being and safeguarding, and the sustained improvements made in behaviour, attendance and pupil outcomes.

Croesyceiliog School is a school where learning opens opportunities, ambition is nurtured, and every individual is valued. We are proud to provide an education that encourages personal growth through a dynamic curriculum, high-quality teaching and outstanding provision for inclusion, pastoral care and pupil well-being.
I am privileged to lead a highly skilled and dedicated staff body who share a common belief that there should be no limit to what our pupils can achieve.

At the heart of our school are three simple yet powerful values:

- We Seek ***Learning***.
- We Expect ***Respect***.
- We Applaud ***Ambition***.

These values are at the heart of everything we do and shape the experiences of both our pupils and staff. Through learning, we develop confident and capable young people equipped with the knowledge, skills and resilience to thrive in an ever-changing world. Through respect, we foster a welcoming and inclusive community where positive relationships, care and belonging enable every individual to feel valued and supported. Through ambition, we encourage pupils to embrace opportunity, challenge themselves and achieve their full potential.

Beyond the classroom, our rich programme of sporting, cultural, musical and enrichment opportunities helps pupils develop their talents, broaden their horizons and build confidence for life beyond school. We want every young person to leave Croesyceiliog School as a resilient, ambitious and outward-looking individual, ready to make a positive contribution to society.

Our staff are central to achieving this vision. We are committed to providing high-quality professional learning and fostering a culture of collaboration and continuous improvement, ensuring that both staff and pupils benefit from the very best opportunities.

I hope you enjoy exploring this recruitment pack and learning more about our school. Our pupils are at the heart of everything we do, and we firmly believe that every member of our community matters.

If you share our values, our commitment to excellence and our ambition for young people, I very much look forward to receiving your application and welcoming you to Team Croesy.

Alun Davies

Acting Headteacher



About us

Vision, Ethos and Values





At Croesyceiliog we are committed as a school to create an inclusive, safe and happy learning environment. Our excellent staff provide the right level of challenge and support allowing all to thrive and reach their potential. We also believe that our highly effective partnership between the school and home should underpin all we do.

A key feature of our school is that we strive to provide enriching and engaging learning opportunities. We provide a rich curriculum that extends well beyond the classroom and delivers high quality teaching ensuring we cater for every pupil's talent and abilities. We expect our pupils to excel not only academically but also socially developing wider skills that allow them to become ambitious, capable learners ready to learn throughout their lives.

Learning is at the heart of all we do at Croesyceiliog School and embedded in our school vision.

At Croesyceiliog School, we strive to provide enriching and engaging learning opportunities, in and out of the classroom, to develop the skills, knowledge and attributes needed to lead successful lives. We learn together to become kind citizens that respect others and make positive choices. Our ambition is to ignite a passion for lifelong learning.

Our learning manifesto sets our clear expectations for all members of the school community centered on Learning, Respect and Ambition.

Wellbeing underpins all we do and this contributes to our very positive ethos. We endeavour to develop young citizens that are ethically informed, enterprising, creative, healthy and confident, ready to lead fulfilling lives as valued members of society.

Croesyceiliog School is an inclusive, caring and nurturing school where staff are supportive of every pupil. It has a tangible sense of belonging and community.

Estyn, 2025

The Learning Manifesto

A culture of high expectations in all that we do







Croesyceiliog School is a happy and thriving school. We are very proud of the efforts of our pupils and staff. However, our staff work tirelessly to build on our successes and to help raise performance where this may be needed so that students achieve their full potential.

We seek learning:

- We understand learning happens everywhere and is preparation for the future.
- Our curriculum develops the four core purposes and actively encourages, motivates and develops the talents of everyone in school.
- We expect our learners to be collaborative, curious and questioning.
- We value literacy, numeracy and digital competency and understand how they underpin our subject knowledge and skills.
- We plan experiences that delight, foster curiosity, awe and wonder.
- We understand that failure is part of the learning journey.
- We develop resilience and independence in our learning.

We expect respect:

- Relationships are based on mutual respect, empathy and warmth.
- We value our place within our community, as Welsh citizens and as global citizens.
- Our community has a sense of belonging and pride.
- We enjoy working with others, problem solving and questioning.
- We model respectful and safe behaviours.

We applaud ambition:

- We recognise hard work and sustained effort and understand that this leads to achievement.
- We believe in the potential of all our learners.
- We enjoy challenge and are ambitious of others and ourselves.
- We expect everyone in our community to have consistent high expectations.
- We inspire each other with our actions and words.
- We will have a distinctive and shared ethos of achievement.

Staff at Croesyceiliog School work together closely to create a culture of respect. This is a central feature of their 'Learning Manifesto'.

Estyn, 2025

Staff Benefits

What we offer as an employer

We want to ensure that we attract the very best staff to work at Croesyceiliog School to support our ambitious vision for the school and, most importantly, for all our students.

We also do all that we can to be an exemplary employer. Some of the specific benefits available to all staff include:





Croesyceiliog School is a welcoming and supportive community to which pupils and staff are proud to belong.

Positive relationships are a notable strength of the school and leaders prioritise staff and pupil well-being successfully.

Estyn, 2025

Staff Wellbeing Charter
We have a staff wellbeing charter as a formal commitment to ensure health, safety and welfare at work for all staff that focuses on staff welfare, staff voice and work-life balance.

Planning, preparation, and assessment (PPA)
We allocate more than the minimum 10% planning and preparation time for teaching staff to ensure they have as much time as possible to plan engaging lessons.

Highest quality professional learning
The school invest in the highest quality of training for all teaching and support staff. All of our our teachers and significant number of support staff are involved in a professional research project, identifying the most effective strategies to impact positively on the outcomes and provision for pupils.

Electric Car Charging
We are having a number of electric car charging points installed to allow staff to charge their electric car during the school day,

Local authority benefits
Staff benefits of working with Torfaen LA include the Cycle 2 Work scheme, and a Vectis card which has access to a range of discounts.

Staff wellbeing
We have a weekly staff briefing and a monthly staff wellbeing newsletter including staff recommendations, links to useful sites and information regarding staff activities such as the Cardiff Half Marathon charity run.

Staff have free access to the **Schools Advisory Service (SAS)** app and they can book free medical appointments and counselling via a school funded service.

Free access to our onsite fitness suite
All staff have access to our fitness suite, which includes a range of resistance and cardiovascular machines.

Free tea and coffee
All of our staff have access to free tea, coffee, and refreshments throughout the day. This includes food before parents evenings and a staff Christmas Dinner.

South-East Wales

Living and working









Living and working in the breath-taking green valley of Cwmbran and close to the Brecon Beacons, offers the best of both worlds. Enjoy countryside living whilst also being close to local amenities and numerous cities.

Croesyceiliog is a few miles away from the bustling city of Newport, putting over 170 shops, restaurants and bars within easy reach as well as a host of international events such as the Ryder Cup held at the Celtic Manor Resort. Cardiff is a short drive away, and the capital of Wales offers excellent employment opportunities, has experienced significant growth in employment and offers a range of large national and multi-national employers, based in and around the city region. As the capital of Wales, Cardiff benefits from large employers such as the Assembly Government and NHS Wales as well as many UK and Welsh headquarters for organisations such as the BBC and charities such as Barnardo's.

Events
Croesyceiliog is within easy reach of the two thriving cities of Cardiff and Bristol and both offer world-class performance venues that attract thousands of visitors each year. The Principality Stadium, Motorpoint Arena, Wales Millennium Centre, St David's Hall boasts international sports, music and cultural events. Cardiff can lay claim to some of the best events the UK has to offer. Cardiff and Bristol host a range of international and regional events, attracting people of all ages and tastes. From world famous artists, international sporting events, to local food and drink festivals, there will always be something to keep you busy

Travel
Getting around is quick and easy, making the daily commute less of a chore. Transport links to Croesyceiliog and the school in particular, are very good. As a result, a significant number of staff travel from the likes of Cardiff, Newport, Bristol and beyond. At the same time, there are a good number of staff who live within the local community.

The closest city is Newport (5 miles away) and over the past decade Cardiff has been completely rejuvenated you can access all the facilities expected of any modern capital without the stresses and strains of life in an overpopulated concrete jungle. It's a young city that is compact,vibrant, cosmopolitan - and great value for money.

Cardiff is only 20 minutes away. Bristol is only a short drive across the Severn Bridge and the London, being just 2 hours away; while it is also 2 hours to Birmingham and only 35 minutes to Bristol.
Bristol and Cardiff Airports are 30 miles from the school.

Cardiff is considered the 'third best' capital city in Europe.

European Union Survey

Information

About the role



Croesyceiliog is looking for a Learning Coordinator to join our dedicated team of professionals. This is an exciting opportunity to be part of a strong and experienced team in a highly ambitious school which is wholly focused on providing every opportunity for pupils to perform to their very best.

As a Learning Coordinator, you will play a central role in ensuring continuity of learning during the short-term absence of teaching staff. You will supervise whole classes, delivering pre-prepared lesson materials, maintaining good order, and ensuring that pupils remain on task and engaged in their learning. While the role does not involve planning or formal assessment, you will provide clear explanations, model learning where appropriate, and offer verbal feedback to support pupil progress.



You will create and maintain a positive, purposeful learning environment, promoting high expectations of behaviour, effort, and attitudes to learning. Working across a range of subjects, you will need to be adaptable, confident leading groups of young people, and able to respond to pupils' questions and misconceptions as they arise. You will also provide feedback to teaching staff on pupil engagement and progress, helping to support effective teaching and learning across the school.

Beyond classroom supervision, you will contribute to the wider work of the school, including providing administrative support when cover is not required and supporting whole-school priorities such as literacy, numeracy, and the use of ICT. The role requires a good standard of education, strong communication skills, and experience working with young people, alongside the ability to build positive relationships, demonstrate resilience, and work effectively as part of a team.
Learning Coordinators are expected to uphold the school's values at all times, support pupils' personal development and aspirations, and demonstrate a commitment to safeguarding, inclusion, and continuous professional learning.

Our recent Estyn inspection report can be found here.

Nearly all pupils behave well.
They are mature, welcoming and respectful towards adults, visitors and each other.

Estyn, 2025

Next Steps

Find out more









Method of Appointment

Please apply by completing the appropriate application form and, in no more than two sides of A4, including a supporting statement on section 16 of the LA application form which meets the person specification and outlines your:
· reasons for applying for this position and an explanation of what you will bring to the role;
· experiences to date which, you feel, make you a suitable candidate for this role; and
· strengths, both personally and professionally.
Applications should be completed electronically.

If you have not heard from the school within one week of the short-listing, then the selection panel would have chosen other candidates, who they believe, best fit the profile for this post.

While the school ensures all short-listed candidates receive feedback on their performance, unfortunately, the school is not able to provide feedback on other applications.

Please feel free to email the headteacher's PA, Mrs Vicky Meddick via info@croesy.schoolsedu.org.uk if you would like any more information.

References

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

Recruitment Timeline

Closing Date	26th November 2026
Shortlisting	27th November 2026
Interview Date	4th December 2026
Start Date	**ASAP or 01.01.27**

Contact Details

Croesyceiliog School
Turnpike Road
Croesyceiliog
Cwmbran
NP44 2YB
01633 645900

Advice to applicants

‘Top tips’ when applying for the post

We recognise that applying for a new role can be quite demanding and, for many positions, very competitive. The selection process is designed to ensure the school appoints the best person for the role. However, it is not intended to be a negative process and this section is designed to support all applicants.

Pre-Application
Prior to applying, we recommend that you do your research beforehand. Visit the school website, read our latest Estyn inspection report and the recruitment pack in detail. Reflect on whether you believe you meet the requirements of the person specification. If you think the role suits you and your skills, then apply. If it doesn’t then, it is probably not a good match in the first place.

Informal conversation/visits
We encourage applicants to visit the school and ‘see us in action’. This can be challenging for applicants, especially with existing work commitments and, at times, limitations because of distance. However, in the absence of visiting, we recommend you make contact for an informal and confidential discussion about the role. You can contact Alun Davies, Acting Headteacher by emailing the Acting Headteacher’s PA on v.meddick@croesy.schoolsedu.org.uk and then arrange a discussion by telephone can be arranged. This will offer you the chance to ask questions you may have about the school and/or role.

Application Form
The application form can be time consuming, but it is an important part of the process. Make sure you complete all sections, including qualifications and employment history. These should be in chronological order, and it is important that you avoid leaving any gaps or information, such as grades/classifications of qualifications, which is not explained. For example, your employment history. Even if the work is not related to education, the skill sets acquired may help demonstrate your suitability against the person specification.

Supporting Statement
The supporting statement is a key piece of evidence used to demonstrate applicants meet the person specification for the role.

We recognise that applicants may be writing applications for a number of schools at the same time. However, specific advice to help include:

Take a look at the person specification and the next steps section of the candidate pack. This carefully explains what the statement should focus on. Write your statement against the criteria;
·Demonstrate successes and measure these with ‘impact’. In other words,explain the result of your actions on student achievement, progress and wellbeing;
·As best as possible, try to personalise the statement to the school;
·The statement is not a letter so there is no need to include addresses etc. These are included in your application form.

Croesyceiliog School





www.croesyceiliog.org.uk