

APPLICANT PACK



NEWFIELD SCHOOL



Realising Potential. Transforming Lives.

Headteacher's Welcome

Dear Colleague

Thank you for your interest in joining Newfield School. This is an excellent opportunity to join our great school and to play role in shaping the provision of education and lifelong learning opportunities for our students. We believe that 'Achievement Leads to Opportunity and Choice' and our three core values underpin and drive all that we do for our students;



- We are high performing because we are curious and have a thirst for knowledge;
- We are considerate and value our community;
- We succeed through commitment and relentless ambition.

Irrespective of starting point, family background or ability each and every child that walks through our school doors deserves a quality first education. We are passionate about the numbers of students who are classed as disadvantaged making the same as, if not more, progress than their advantaged peers. Therefore, we lead a high functioning school that gives children true social justice and the opportunity to make the best of their education ensuring no doors are closed in their future. Achieving qualifications alongside our commitment to exciting and engaging extra-curricular offer means our students have opportunity and choice following their rich education at Newfield School.

Newfield School is a truly special place to work. The core business of teaching and learning is at the heart of all we do. We have high expectations of our staff but we also value and look after them. We balance hard work with meaningful and tailored professional development, great practice every day with a manageable workload. Our school has a proven consistent record of success and we will continue to make exceptional progress with our students this year and into the future.

We believe that our students are future scholars in their chosen fields and that teachers are the experts in the classroom who should impart their knowledge to students. We use the best evidence to lead our approach to learning and teaching and follow approaches that are supported by cognitive science. As a result, lessons are structured around the explicit teaching and assessment of knowledge. They are characterised by rapid progress, whole class drills, repetition of facts, teacher led instruction and high performance regardless of ability or background.

The climate for learning in our school is very positive and this is underpinned by very high expectations of behaviour, dress and attitude to learning. Our students are well-behaved and ambitious. All staff are consistent in their high expectations and

approach to discipline and the Senior Team have a high presence day in day out in our school.

Newfield School is a valued partner and driving force within Mercia Learning Trust, a local and ambitious Trust that is dedicated to improving the life chances and careers of its students and those professionals working within it. The Trust is one of the most successful Trusts in the Yorkshire and Humber region and changes the lives of over 3000 children and young people in Sheffield and is continuing to grow.

This is an exciting time for us as we move towards being a truly exceptional school. Our reputation is growing and our challenge now is not just to sustain but to surpass our recent GCSE performances, to lead the way on pedagogy, to deliver effective and exciting learning at the highest level and to become a beacon school for training, research and professional development.

We support applications from candidates who understand and support our approach to teaching and learning. Imaginative and committed, you will have a passion for your subject, high standards of professionalism and high expectations of students.

For an informal and confidential discussion, please contact Ruth Cressey, PA to the Headteacher on 0114 255 7331 or email rcressey@newfield.sheffield.sch.uk.

If this excites you and you believe you have the necessary skills for this role, I would welcome your interest and application.

I look forward to meeting you.

Yours faithfully



Emma Anderson
Headteacher



Advertisement

Post: Assistant Headteacher (DSL & Attendance Lead)

Salary: L11 – L15 (£56,796 to £62,561)

Contract Term: Permanent

Start Date: Easter 2023 (Preferable)

Thank you for your interest in our Assistant Headteacher role at Newfield School.

Mercia Learning Trust, one of the most successful Trusts in the Yorkshire and Humber region is a local and ambitious Trust that is dedicated to improving the life chances and careers of its students and those professionals working within it. The Trust changes the lives of over 3000 children and young people in Sheffield and is continuing to grow.

Newfield School is part of the Mercia Learning Trust and is a valued partner and driving force within the Trust. The students and staff of our school are brave, proud, work very hard and take advantage of the variety of opportunities that are available to them.

Our values underpin all we do at Newfield School and we believe that 'achievement leads to opportunity and choice'.

- We are high performing because we are curious and have a thirst for knowledge.
- We are considerate and value our community.
- We succeed through dedication and relentless ambition.

Newfield School is a special place to work. Our students are well-behaved and ambitious. Our staff are dedicated to improving the life chances of all our young people. The core business of teaching and learning is at the heart of all we do. We have high expectations of our staff but we also value and look after them. We balance hard work with meaningful and tailored professional development, great practice every day with a manageable workload. Our school is successful. If you are reading this, you will have 'googled' our performance. We will continue to make exceptional progress with our students this year and into the future.

It is an exciting time to work at Newfield School. We are building on our 'Good' Ofsted judgement and have a set of ambitious priorities that will make our school truly remarkable. Would you like to be a driving force for these changes and make a real difference in our school and across the Trust?

The leadership of Newfield at all levels is tenacious in its approach and we are not complacent. You will have read our Ofsted report that cites the highly effective leadership of the school. Our recent success has been driven by this uncompromising dedication to the young people and families we serve.

The successful applicant will be able to evidence their positive impact with students through exceptional safeguarding practice.

We welcome applications from candidates who understand and support our approach to inclusion and the safeguarding of young people and families.

If this excites you and you believe you have the necessary skills for this role, I would welcome your interest and application.

Further information and details about how to apply can be found on the school website or by emailing recruitment@merciatrust.co.uk. For an informal and confidential discussion, please contact Ruth Cressey, PA to the Headteacher on 0114 255 7331 or email rcressey@newfield.sheffield.sch.uk.

We welcome visits to the school prior to application.

Closing date for applications is **Sunday 19 February**

The Recruitment process is expected to take place **Friday 24 February** with successful candidates returning for interviews **Monday 27 February**.



JOB DESCRIPTION

Post Title:	Assistant Headteacher (DSL and Attendance Lead) * This post is a designated customer facing role under the fluency duty and requires a specified level of spoken English in the person specification
Salary:	L11-L15
Responsible to:	Deputy Headteacher
Responsible for:	Safeguarding Manager

The post holder must at all times carry out his/her responsibilities within the spirit of School policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to statutory responsibilities of the Governing Bodies of Schools.

PURPOSE OF THE POST

The Assistant Headteacher, under the direction of the Headteacher, will take a role in:

- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards the achievement of the school's aims and objectives.

The Assistant Headteacher will also have a teaching commitment, complying with the teachers' standards and modelling best practice for others.

To be met in accordance with the provisions of the School Teachers' Pay and Conditions Document and within the range of teachers' duties set out in that document and the professional standards for teachers. The job description is based on the National Standards for Headteachers as defined by the DfE.

KEY RESPONSIBILITIES

Designated Safeguarding Lead

- Working as the Designated Safeguarding Lead in school, along with a team of safeguarding staff to ensure the health, safety, protection and wellbeing of all students.
- Ensuring a culture of safeguarding in our school that meets the Mercia Learning Trust Gold Standard.
- Ensuring there are robust systems in place for alerting, recording and monitoring safeguarding incidents.
- Promotion of a child or young person's equality, diversity, rights and responsibilities
- Lead on case review procedures
- Foster excellent trusted relationships with all stakeholders.
- Lead on a programme of statutory and developmental training for staff with regards to safeguarding obligations including involvement in new staff induction
- Contribute to the Personal Development Curriculum, assembly and tutor time programme.

Attendance

Lead, with others, the school attendance strategy. Specifically:

- Ensure school attendance policy is coherent, promoted and well-understood by all
- Keep abreast of city-wide, locality and trust developments to ensure school practice is current and relevant
- Ensure all systems and processes are consistent and robust
- Systematically monitor attendance and persistent absence, alter strategy as required and provide reports as required to a variety of stakeholders
- Develop a strategy for the most vulnerable pupils that improves attendance and reduces persistent absence

Strategic Direction

Under the direction of the Headteacher or Deputy Headteacher:

- Support the Headteacher and Deputy Headteacher in the day-to-day management of the school
- Communicate the school's vision compellingly and support the Headteacher's strategic leadership
- Lead by example, focusing on providing excellent education for all pupils
- Lead on particular whole-school strategies and policy areas
- Build positive relationships with members of the school community
- Keep up to date with developments in education
- Seek training and continuing professional development to meet own needs
- Be aware of local, national and global trends

- Be able to build, communicate and implement the shared vision
- Be aware of new technologies, use and impact
- Be able to lead change
- Be creative with innovative skills

Quality of Teaching – Under the direction of the Headteacher or Deputy Headteacher:

- Provide an example of 'excellence' as a leading classroom practitioner and inspire and motivate other staff
- Work with the Senior Leadership Team to sustain high expectations and excellent practice in teaching and learning throughout the school
- Monitor and evaluate the quality of teaching and learning as part of responsibilities associated with curriculum development and set targets for improvement within a particular key stage
- Monitor and evaluate student progress and achievement through effective systems of assessment, recording and reporting within a particular key stage
- Maintain an overview of inclusive links with other educational establishments and collaborative community links in relation to a particular key stage
- Keep abreast of new and emerging technologies to support quality teaching and learning, responding to any developments and initiatives as appropriate
- Monitoring and evaluating the quality of teaching and standards of pupil's achievement and set targets for raising attainment and achieving excellence
- Ensure robust evaluation of school performance, progress data and actions to secure improvement comparable to, and better, than national standards
- Take a lead role in ensuring that all pupils make sound progress from their starting points in terms of their learning, behaviour, attendance and personal well-being
- Leading and supporting subject leaders so that the curriculum is exciting and challenging and meets the needs and interests of our pupils

Leading and Managing Staff – Under the direction of the Headteacher or Deputy Headteacher:

- Assist with the selection and recruitment of new teaching staff
- Performance manage middle leaders, including carrying out appraisals, providing professional development opportunities, and holding staff to account to their performance
- Create an ethos within which their direct reports are motivated and supported to develop their skills and knowledge
- Assist with the creation and implementation of school policies

ACCOUNTABILITY

- Attend Senior Leadership Team Meetings and termly meetings of the Full Governing Body

- when required to provide information and advice regarding specific areas of responsibility
- Support in the development of and present a coherent, understandable and accurate account
- of the school's performance to a range of audiences including governors, parents and carers and Ofsted
- Reflect on personal contribution to school achievements and take account of feedback from others
- Fulfill all commitments arising from contractual accountability

A great deal of the information and work dealt with is, of necessity, confidential, and it is important that none of this information is disclosed to any unauthorised person, and that is dealt with discreetly and with integrity.

WORKING ENVIRONMENT AND CONDITIONS OF THE POST

The post may be required to travel and work within any school in Mercia Learning Trust

GENERAL DUTIES

- To contribute to whole school events as and when required.
- To ensure accurate records are securely maintained and held in accordance with General Data Protection Regulations (GDPR)/Data Protection Act 2018.
- Be aware of and support diversity, ensuring equal opportunities for all.
- Develop professional, constructive relationships with other agencies, schools and professionals.
- Participate in meetings, training and performance development as necessary.
- Recognise own strengths and areas of expertise using these to advise and support others.
- Be willing to undertake training and professional development as required of the post.
- Any other duties and responsibilities appropriate to the grade and role.

PROMOTION OF TRUST VALUES

- To contribute to the overall development of Mercia Learning Trust to ensure the Trust operates on the basis of shared and collective responsibility.
- To contribute to the overall ethos, work and aims of Mercia Learning Trust.
- To support and contribute to the Trust's commitment to safeguarding all students. All schools in Mercia Learning Trust are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees are expected to share this commitment.

- To be aware of the school's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To be aware of and comply with the codes of conduct, regulations and policies of the School and its commitment to equal opportunities.
- All the above duties and responsibilities to be carried out in accordance with policies adopted by the School Governing Body and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Issue Date: February 2023



PERSON SPECIFICATION

Post Title:	Assistant Headteacher (DSL and Attendance Lead) *This post is a designated customer facing role under the fluency duty and requires a specified level of spoken English in the person specification
Salary:	L11-L15
Responsible to:	Deputy Headteacher
Responsible for:	Safeguarding Manager

SPECIFICATION	ESSENTIAL	DESIRABLE
Qualifications/ Training	Degree Teaching Qualifications DSL Trained	Higher qualification in education and/or leadership
Experience	Good/outstanding classroom teacher with high expectations and aspirations for our students' achievement and behaviour Effective system leader with a clear understanding of safeguarding processes, with experience in secondary school setting Proven track record in raising standards and supporting student achievement	Experience of leading on a CPD or similar programme to enhance the quality of safeguarding provision and promote the sharing of best practice Experience of latest data analysis tools such as CPOMS Has implemented whole school strategies for example, raising attendance

	<p>Proven leadership skills and ability to motivate and inspire others</p> <p>Clear commitment to continuous school improvement</p>	
Knowledge/Skills (Ability to)	<p>An up to date knowledge of statutory guidance in relation to safeguarding</p> <p>An excellent communicator with strong interpersonal skills</p> <p>Up to date knowledge of emerging issues in school leadership</p> <p>Understands external systems, processes and agencies to support and safeguard young people, families and staff</p> <p>Understands Local Authority processes to support excellent school attendance</p> <p>The ability to converse at ease with members of the public and students and provide advice in accurate spoken English is essential to this role</p>	
Leading and Managing Staff	<p>Understands the strategic importance of the role and how it blends with the SLT</p> <p>Can demonstrate a clear understanding of leadership and is willing to support and challenge colleagues as required</p>	

	<p>Can demonstrate operational leadership skills, financial control of departmental and whole school budgets and delegated line management</p> <p>Can demonstrate clear analytical skills and apply strategic thinking to whole school improvement</p>	
Securing Accountability	<p>Delegate but still take responsibility and accountability</p> <p>Implement and sustain effective systems for the management of staff performance</p> <p>Set robust targets for all to secure high achievement</p>	
Personal Qualities	<p>Must be able to show evidence of an alignment with the values of the Mercia Learning Trust both in words and behaviours</p> <p>To be able to manage information about students of a sensitive and potentially upsetting nature</p> <p>To be able to quickly establish positive relationships with students, families, staff, external agencies</p> <p>To be able to support pastoral colleagues emotional wellbeing in reference to sensitive and potentially upsetting case information</p>	

	To be reliable, have the ability to work hard and be an effective team player	
	<p>To be able to manage a demanding workload, meet deadlines and give freely of your time</p> <p>High level of credibility and respect</p> <p>Enthusiastic, dynamic and passionate</p> <p>A long term strategic planner</p> <p>A good sense of humour</p> <p>Attention to detail</p>	

The Application Process

All candidates must complete the following application process.

- All applicants must submit a Trust application form. We do not accept CVs or Council Forms. The application form can be found under 'Careers' at www.merctrust.co.uk
- Email your completed application to recruitment@merctrust.co.uk or post it to:
MLT Recruitment Team
Mercia Learning Trust
79 Glen Road
Sheffield, S7 1RB

After your application has been submitted:

- In all cases written references will be taken up and made available to interviewers BEFORE the final selection stage.
- All applications that have been submitted via email will receive an email confirming receipt.

- An email and/or letter will be sent to shortlisted candidates with details of the interview process.
- If you have not heard from us within 2 weeks of the closing date, please assume that on this occasion, your application has been unsuccessful.

Further information:

- Take a look at www.merciastrust.co.uk/careers for more on what it's like working for the trust, what we offer you, and what we're looking for.
- Should you require any additional information about the role or the school, or would like an informal discussion or out of hours visit, please contact us on 0114 2557331 or enquiries@newfield.sheffield.sch.uk.
- For more information about the application process, please email recruitment@merciastrust.co.uk.

Key dates:

- **Closing Date Sunday 19 February**
- The Recruitment process is expected to take place **Friday 24 February** with successful candidates returning for interviews **Monday 27 February**.

The small print

Mercia Learning Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. If you are shortlisted, your suitability to work with children will be explored, and this will include disclosing convictions. The information you disclose may be discussed with you during the interview.

The successful candidate will therefore be required to complete a DBS check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

We are an Equal Opportunities employer. Our staff are recruited and promoted on the basis of their merits and abilities and no job applicant or employee receives less favourable treatment on the grounds of racial group, origin or nationality, sex, disability, marital status, age, sexual orientation, political or religious beliefs or trade union activity. Please indicate whether there are any reasonable adjustments or access requirements you would need to help you to attend an interview. If you wish to discuss your requirements prior to submitting your form, please contact the Recruitment Team on 0114 349 4230. Alternatively, please give details on a separate sheet and return with your application form.