

## Assistant Headteacher

<b>Location</b>	Newfield School (Sheffield)
<b>Salary</b>	L11 - 16 £63,815 - £72,162
<b>Contract term</b>	Full time, 1.0FTE, permanent
<b>Responsible to</b>	Headteacher
<b>Start date</b>	September 2025
<b>Closing date</b>	9am Friday 16 May 2025

## Mercia Learning Trust

Mercia Learning Trust is a successful partnership of four primary and three secondary schools located in the south-west of Sheffield. Established in 2012, with one secondary school, our trust has grown to serving over 5000 pupils, with 650 staff.

### Why do we exist?

- To empower everyone in our communities, especially the most disadvantaged, to succeed.

### How do we behave?

- We are kind - showing care and supporting each other.
- We have integrity - doing the right thing and always putting children first.
- We work with diligence - overcoming obstacles and having no excuses.

### What do we do?

- We run schools that focus on academic excellence, cultural capital and the development of character.

### How will we succeed?

- A culture of excellence – high standards shaped by clarity, not control.
- Academic focus – empowering all children through an exceptional curriculum.
- Purposeful collaboration – relationships built on trust, reducing sub-optimisation and driving collective success.

Our staff are a crucial part of our trust, just like our pupils. We are devoted to recruiting, training, retaining and taking good care of our highly skilled and dedicated team.

## Newfield School

Newfield School is a mainstream secondary school for children aged 11-16. It is situated in Sheffield, South Yorkshire, with approximately 1050 pupils on roll. Drawing from a wide catchment, the school offers a truly comprehensive experience.

Newfield School strives to provide all pupils, no matter their background or starting point, an academic curriculum that allows them to excel and thrive when they leave. We are committed to the most vulnerable pupils, and we are recruiting those who believe that high standards and expectations are necessary to lead pupils towards success.

We passionately believe in the need for a warm/strict approach as the bedrock of any success for pupils. Clarity and consistency are paramount for both pupils and staff as we work together to achieve our shared aspirations. Our pedagogical approach is clearly defined, emphasising direct instruction, the use of visualisers and high-level questioning to enhance learning. While we have established a strong level of consistency that supports pupil progress, we continually strive for excellence. We are seeking dedicated professionals who can help us build on this foundation and drive our ambitions forward.

## The role

We are seeking an Assistant Headteacher to help deliver the ambitions of the school. Tailored to suit the right candidate, we are seeking a talented teacher who can inspire others in the classroom and lead by example. Highly present with pupils and staff, the role requires a commitment to leadership that will be both strategic and operational. We are seeking support for the senior team as we seek to fulfil our ambitions for the school, and someone with passion and vision will be a real asset in our next steps.

## The candidate

Hardworking and passionate, we are seeking an individual who offers strong presence around school and exceptional outcomes in the classroom. Dedicated to the betterment of pupils, we are seeking to appoint a candidate who wants to influence change and have real impact on pupil outcomes- especially the outcomes for our most disadvantaged.



## Job description

### Purpose

To empower everyone in our community, especially the most disadvantaged, to be succeed.

### Key responsibilities

- Support the day-to-day management of the school and be a highly visible, consistent and supportive presence in and around the school; serve the staff and pupils.
- Communicate the school's vision compellingly and support strategic leadership.
- Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils.
- Implement and model strategies that secure high standards of teaching, pupil behaviour and attendance for all pupils, but especially the most vulnerable.
- Support the implementation of consistent high-quality teaching in every subject, by every teacher to every child (especially the most vulnerable) every day.
- Strategically lead decision-making and contribute to consultation procedures.
- Monitor, evaluate and review practice and promote improvement strategies.
- Contribute to the evaluation of the school's overall performance and identify next steps.
- Ensure up-to-date knowledge of national and local initiatives which may impact upon policy and practice.
- Ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
- Support a consistent and continuous school-wide focus on pupils' achievement where all teachers take responsibility for using data and benchmarks to monitor progress in learning.
- Provide professional guidance to colleagues, working closely with staff and parents to ensure the best outcomes for pupils.
- Create and maintain an effective partnership with students and families to support and improve pupils' achievement and personal development.
- Deputise and backfill functions across the school, as and when needed.

### General/other

- Attend, contribute and participate in relevant meetings, training and events as required.
- Develop professional, constructive relationships with other agencies, schools and professionals.
- Fulfil all other teaching and pastoral duties as directed and in line with school policy.
- Contribute to the overall development of Newfield School and Mercia Learning Trust, ensuring both operate because of shared and collective responsibility, including, contributing to trust partnership activities to drive school and trust improvement.
- All schools in the 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.
- Be aware of and comply with the codes of conduct, regulations and policies of the school and its commitment to equal opportunities.
- Any other delegated roles as directed by the headteacher.

***This job description is current at the date as shown, but in conjunction with the post holder, may be changed by the headteacher to reflect or anticipate changes in the role which are commensurate with the grade and job title***

## Person specification

### Role: Assistant Headteacher

Attributes	Essential	Desirable	Assessment
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• A good honours degree</li> <li>• UK Qualified Teacher Status</li> <li>• Evidence of recent and relevant professional development</li> <li>• Recent safeguarding training</li> </ul>	<ul style="list-style-type: none"> <li>• A relevant post graduate qualification or status (i.e. specialist leader of Education (SLE)) relevant to the role</li> <li>• Safer recruitment training</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• References</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Research informed best practice that underpins curriculum design and construction</li> <li>• Pedagogical approaches to secure high-quality teaching and strong pupil learning</li> <li>• Quality assurance to measure the impact of curriculum</li> <li>• Approaches to coaching/mentoring and CPD for teachers to secure improvement</li> <li>• Using data to identify issues and monitor the impact of the curriculum</li> <li>• Visible and 'hands-on' approaches to leadership</li> <li>• Ability to establish and maintain appropriate relationships with all pupils, and model this to others</li> <li>• Multi agency work and experiences of building and maintaining team</li> </ul>	<ul style="list-style-type: none"> <li>• Ofsted inspection experience</li> <li>• Collaboration between schools (secondary to secondary and/or primary to secondary)</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• References</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• At least 5 years of teaching experience</li> <li>• Senior leadership experience in key aspects of the quality of education</li> <li>• Managing change across an area or whole-school</li> <li>• Developing and maintaining a consistent school culture</li> </ul>	<ul style="list-style-type: none"> <li>• Successful teaching in one or more key stages</li> <li>• Successful teaching and / or leadership in a school with significant levels of disadvantage</li> <li>• Successful senior leadership of all aspects of quality of education</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• References</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Clear understanding of working effectively with the leadership team</li> <li>• Proven record of being transparent, approachable, and accountable</li> <li>• High expectations which motivate and challenge pupils</li> <li>• Ability to receive and act on feedback</li> <li>• Strong attention to detail</li> <li>• Aligned to values of our trust and schools</li> </ul>		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• References</li> </ul>

## How to apply

- All candidates must complete the following application process:
  - submit an application form via <https://www.eteach.com/careers/merciatrust>
- We do not accept CVs or council forms.
- 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.
  - 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 two weeks of the closing date, please assume that, on this occasion, your application has been unsuccessful.
- Further information
  - Take a look at [www.merciatrust.co.uk/careers](http://www.merciatrust.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 [rcressey@newfield.sheffield.sch.uk](mailto:rcressey@newfield.sheffield.sch.uk).
  - For more information about the application process, please email [recruitment@merciatrust.co.uk](mailto:recruitment@merciatrust.co.uk).

The closing date for applications is **9am Friday 16 May 2025**.

**Interviews to be held week commencing 19 May 2025.**

## 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.

In accordance with DfE Keeping Children Safe in Education 2024, an online search will be completed on all shortlisted applicants prior to interview. Any relevant information will be discussed further with the applicant during the recruitment process.

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 our recruitment team on 0114 349 4230.