

Deputy Headteacher

Location	Mercia School (Sheffield)
Salary	L17 - L21 £73,819 - £81,441
Contract term	Full time, 1.0FTE, permanent
Responsible to	Headteacher
Start date	September 2025
Closing date	8am Tuesday 22 April 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.

Mercia School

Mercia School (11-18) opened in 2018 in a brand-new building. Leaders and governors have an ambitious vision for the school and are determined that all pupils, irrespective of background will thrive and achieve well. The school has secured a strong reputation for educational excellence and during the last three years, has been the most over-subscribed school in the city.

Mercia School has a strong commitment to reduce workload for teachers. Within the longer day and ten training days, staff have dedicated time to complete all essential tasks and professional development. Everything is designed to ensure teachers have the time and energy to teach, and leave school at the end of the day without further work to undertake.

In February 2023, Ofsted inspected the school and graded all aspects of provision, and its overall effectiveness, to be 'Outstanding'. Mercia School published exceptional GCSE results in the summer of 2023, achieving the highest Progress 8 score for disadvantaged pupils, this high-level of performance was repeated in 2024.

Mercia Collegiate Sixth Form opened in September 2023. As the school continues to grow, it is crucial that we sustain our culture and effectiveness, and this role is central to our continued success.

The role

We are seeking a Deputy Headteacher who can contribute to the continued success of Mercia School. The successful candidate will be an exceptional leader. They will have high energy and a passion for teaching. This is a critical appointment. The successful candidate will fulfil a key role in leading the pastoral side of the school, alongside the Headteacher and Head of Inclusion. This is an exceptional opportunity for someone who wants to join one of England's highest performing schools and is passionate

about the life chances of the young people in our community. We are a school that is genuinely inclusive. The successful candidate will place all their efforts in to ensuring pupils are attending school, in their classes and supported effectively.

We are a committed senior team, working together to ensure the very best outcomes for all pupils. We are ambitious for all pupils, with all key groups performing at an extremely high level. Mercia School is keen to build a robust senior team that prioritises inclusion and academic excellence in equal measure. Our warm and strict approach has worked effectively since we opened in 2018 and we are looking for a candidate who can complement our approach.

We are seeking a highly skilled and talented senior leader. You will join a school with an incredible culture where you can contribute to the next stage of development. It is essential that the individual can help us maintain our extremely high levels of performance. You will be committed to continuous improvement, striving to be the best leader you can be. As such, you will deliver exceptional lessons and secure outstanding learning, progress and attainment for every pupil. Evidencing exceptional results in the classroom is essential with experience in excellent schools highly desirable.

The candidate

The successful applicant will lead by example, driving excellent standards of behaviour and strong academic outcomes. They will be a strong presence with pupils, parents/carers and staff. They will be required to work diligently with a passionate and professional approach that sets the standards for the school. A candidate with strong pastoral and safeguarding experience would be welcomed.

You must be an exceptional teacher in your curriculum area, and a passionate leader who is well respected. An ability to teach French or science would be advantageous. You must love teaching. The senior team, including the Headteacher, all teach critical groups - you must welcome these opportunities as a Mercia School senior leader.

Ultimately, you will work alongside the Headteacher and the wider staff team, supporting Mercia School in its delivery of excellence to our community.

Job description

Purpose

To empower everyone in our communities, especially the most disadvantaged, to 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.
- Secure consistent high-quality teaching of the curriculum in every subject, by every teacher to every child (especially the most vulnerable) every day.
- Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally.
- Lead coaching, mentoring, CPD and support to staff to develop, refine and improve their practice.
- Implement and model strategies that secure high standards of teaching, behaviour and attendance.
- Create and maintain an effective partnership with children and families to support and improve pupil achievement and personal development.
- Maintain an outstanding curriculum based on our trust's curriculum framework principles.
- Work with external agencies, maintaining strong, professional relationships to ensure all pupils have the support to thrive.
- Lead, alongside the Head of Inclusion, the school's safeguarding and pastoral systems.
- Support the Assistant Headteacher for Behaviour, alongside the Headteacher, to craft a culture of high standards.
- Identify emerging talents, coaching current and aspiring leaders.
- Support the headteacher in managing the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures including the deployment of budgets.
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour through modelling application of the school's behaviour policy.
- Carry out the professional duties of the headteacher in the event of their absence from the school. This will be in partnership with the existing Deputy Headteacher

General/other

- Attend, participate and contribute to relevant meetings, training and events as required.
- Contribute to the overall development of Mercia 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: Deputy headteacher

Attributes	Essential	Desirable	Assessment
Qualifications and training	• A good honours degree • UK Qualified Teacher Status • Evidence of recent and relevant professional development. • Recent safeguarding training	• A relevant post graduate qualification or status (i.e. specialist leader of Education (SLE)) relevant to the role • Safer recruitment training	• Application • Interview • References
Skills and knowledge	• Research informed best practice that underpins curriculum design and construction • Pedagogical approaches to secure high quality teaching and strong pupil learning • Quality assurance to measure the impact of curriculum • Approaches to coaching/mentoring and CPD for teachers to secure improvement • Using data to identify issues and monitor the impact of the curriculum • Visible and 'hands-on' approaches to leadership • Ability to establish and maintain appropriate relationships with all pupils, and model this to others • Multi agency work and experiences of building and maintaining team	• Ofsted inspection experience • Collaboration between schools (secondary to secondary and/or primary to secondary)	• Application • Interview • References
Experience	• At least 5 years of teaching experience • Senior leadership experience in key aspects of the quality of education • Managing change across an area or whole-school • Developing and maintaining a consistent school culture	• Successful teaching in one or more key stages • Successful teaching and / or leadership in a school with significant levels of disadvantage • Successful senior leadership of all aspects of quality of education	• Application • Interview • References
Personal qualities	• Clear understanding of working effectively with the leadership team • Proven record of being transparent, approachable, and accountable • High expectations which motivate and challenge pupils • Ability to receive and act on feedback • Strong attention to detail • Aligned to values of our trust and schools		• Application • Interview • References

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 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 239 6464 or gdarlow@merciaschool.com
 - For more information about the application process, please email recruitment@merciatrust.co.uk

The closing date for applications is 8am Tuesday 22 April 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.