

Deputy Headteacher

Location	Woodlands Primary School (Sheffield)
Salary	L11 - 15 (£63,815 - £70,293)
Contract term	Full time, 1.0FTE
Responsible to	Headteacher
Start date	April 2025
Closing date	Midnight Sunday 2 February 2025

Woodlands Primary School

Woodlands Primary School is a 2-form entry primary and nursery for children aged 2-11 in the vibrant South Sheffield community of Gleadless Valley. This popular and over-subscribed school has around 500 pupils. In February 2022, Ofsted graded our school as strongly Good.

If you share our belief in high expectations for all children, possess resilience and a strong work ethic, we would love to hear from you.

Woodlands Primary School is a part of Mercia Learning Trust, 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 serve over 5000 pupils, with 650 staff.

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.

The role

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. 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.

The candidate

We are looking for a candidate who has experience of working in high performing schools. Ultimately, this individual will work alongside the headteacher and the wider staff team, supporting Woodlands on its journey to become truly exceptional and deliver outcomes that ensure all pupils are successful.

Visits to the school

We can offer the following times and dates for visits to the school.

Monday 13 January 3.30pm

Wednesday 15 January - 9am

Friday 17 January - 10am

Monday 20 January - 2pm

Wednesday 22 January - 9am

Thursday 23 January - 3.30pm

To arrange a visit, please contact Woodlands Primary School on 0114 2396464 or enquiries@woodlands.sheffield.sch.uk

Job description

Purpose

Lead teaching and learning, ensuring all pupils achieve exceptional outcomes.

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 subject knowledge, and refine and improve their practice.
- Maintain an ethos within which all staff are motivated and supported to develop their skills and knowledge.
- Lead systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice.
- Maintain an outstanding curriculum based on our trust's curriculum framework principles.
- Lead the personal development curriculum for pupils.
- Implement an assessment system to systematically track pupil attainment and process and monitor the impact of the curriculum.
- 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.
- Lead on the induction and support for newly appointed staff, ITT and ECT.
- 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.

General/other

- Attend and participate in relevant meetings and training as required.
- Take part in activities and events as directed.
- Develop professional, constructive relationships with other agencies, schools and professionals.
- Contribute to the overall development of Woodlands Primary 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	<ul style="list-style-type: none"> • A good honours degree • UK Qualified Teacher Status • Evidence of recent and relevant professional development. • Recent safeguarding training 	<ul style="list-style-type: none"> • A relevant post graduate qualification or status (i.e. specialist leader of Education (SLE)) relevant to the role • Safer recruitment training 	<ul style="list-style-type: none"> • Application • Interview • References
Skills and knowledge	<ul style="list-style-type: none"> • Research informed best practice that underpins primary curriculum design and construction • Pedagogical approaches to secure high quality teaching and strong pupil learning • Application of systematic phonics (Read, Write, Inc.) and curriculum for reading competency, fluency and comprehension • 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 	<ul style="list-style-type: none"> • Ofsted inspection experience • Collaboration between schools (primary to primary and/or primary to secondary) 	<ul style="list-style-type: none"> • Application • Interview • References
Experience	<ul style="list-style-type: none"> • Teaching in the primary age range • At least 5 years of teaching experience • Subject / phase leadership experience • Senior leadership experience in key aspects of the quality of education • Managing change across a phase or school • Developing and maintaining a consistent school culture 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Application • Interview • References
Personal qualities	<ul style="list-style-type: none"> • 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 		<ul style="list-style-type: none"> • 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 enquiries@woodlands.sheffield.sch.uk
 - For more information about the application process, please email recruitment@merciatrust.co.uk
- The closing date for applications is **Midnight Sunday 2 February 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.