

## Headteacher

|                       |   |
|-----------------------|---|
| <b>Location</b>       | Newfield Secondary School (Sheffield)   |
| <b>Salary</b>         | L32 - 36 (£106,626 - £117,601)  |
| <b>Contract term</b>  | Full time   |
| <b>Responsible to</b> | Executive Director of Secondary Standards, Chief Executive Officer and Governing Body |
| <b>Start date</b>     | 01 January 25   |
| <b>Closing date</b>   | 23 September 24   |

## 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.

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. We achieve this through the following actions:

- Collaborative planning - we want all pupils to be successful and staff to limit workload. Therefore, we use our collective intelligence and time to create and share the best resources.
- Exceptionally visible senior leadership and trust leadership teams - we support each other, lesson by lesson, understanding our core business is what takes place in the classrooms.
- No fads - we don't add additional workload through ill-informed, non-research-based activities. We understand everyone's time is precious and we want to make sure it is used to benefit our pupils.

We are continually looking to develop ourselves and our team through the recruitment of a diverse workforce. We are striving to continually get better and are looking for staff who share a similar approach.

## Newfield School

Newfield School is a successful 11-16 comprehensive school that sits at the heart of the locality they serve. Newfield has a diverse community and have created an excellent reputation across the city. Ofsted have rated the school as Good, and they continue to work hard to be truly exceptional.

Newfield has recently opened a Specialist Resource Provision, offering 30 places to children from the local community who have an EHCP (ASD / and / or SLCN). This resource will support 30 children and is fully integrated with the school, ensuring a school place for all local children.

Staff at Newfield work hard on behalf of their pupils and families and often go 'above and beyond' through dedication and commitment.

At Newfield School, the staff and pupils are curious, considerate and committed. These three values permeate everything:

- Newfield staff and pupils are high performing because they are curious and have a thirst for knowledge.
- Newfield staff and pupils are considerate and value their community.
- Newfield staff and pupils succeed through commitment and relentless ambition.

Classroom practice is based around Rosenshine's Principles and Teach Like A Champion. Staff explicitly teach knowledge, interleaving retrieval through curriculum schema.

## The role

We are looking for a candidate who has experience of working in high performing schools. Ultimately, this individual will lead Newfield on the next phase of its journey to become truly exceptional and deliver outcomes that ensure all pupils are successful and are not prevented from following a pathway of their choice.

The successful candidate will be supported by our trust leadership team to implement strategies with fidelity and rigour.

## Job description

### Purpose

In line with the mission and values of Mercia Learning Trust, create an exceptional learning environment that ensures all pupils, irrespective of background, are successful, leading them to happy and fulfilling lives.

### Key responsibilities

#### Values

- Work with the governing body, executive director of secondary standards, chief executive officer, and other key stakeholders to ensure the school's vision and values are clearly articulated, shared, understood and acted upon effectively by all.
- Motivate and work with others to create a shared culture and positive environment.
- Ensure that systems and processes are well considered, efficient and fit for purpose in order to uphold transparency, integrity and probity.
- Behave with integrity and treat people fairly, equitably and with dignity and respect to create and maintain a healthy culture.

#### High expectations

- Lead excellent learning and teaching in the school, targeting sector leading outcomes, especially for the most vulnerable.
- Evaluate school performance and identify priorities for continuous improvement, ensuring strategic planning takes account of the diversity, values and experience of the school and community.
- Promote excellence, equality and set high expectations for all pupils and staff.
- Implement strategies that maintain high standards of behaviour and attendance.
- Ensure that the curriculum is at the centre of strategic planning and resource management.
- Develop policies and practices that take account of national and local circumstances, policies and initiatives.
- Maintain a consistent and continuous focus on pupils' achievement and attainment, making sure that assessment for learning is good throughout the school and that all teachers use data effectively.
- Develop and present a coherent and accurate account of the school's performance to a range of audiences, including governors, parents and carers.

#### Staff development

- Develop and implement an organisational structure that reflects our trust's mission and values.
- Recruit, retain and deploy staff appropriately and assist in managing their workload to achieve the school's vision and goals.
- Ensure individual and collaborative team accountabilities are clearly defined, understood and subject to rigorous review.
- Support staff to keep getting better through leading a continuous cycle of positive interactions based on caring personally, interacting with humility and respect, but not avoiding challenge. Individuals should feel known, that their job matters and be able to gauge their own progress and level of contribution.
- Challenge underperformance at all levels with effective corrective action, whilst also acknowledging and celebrating the achievements of individuals and teams.
- Regularly review own practice and take responsibility for own personal development.
- Manage own workload and that of others to allow an appropriate work/life balance.

#### Community

- Secure the commitment of the wider community and other stakeholders by engaging them and strengthening relationships.
- Lead an effective partnership with families to support and improve pupils' achievement and personal development.
- Co-operate and work with relevant agencies to protect children.

#### Operations

- Carry out day-to-day management, organisation and administration of the school.
- Manage the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
- Manage the school's financial resources effectively and efficiently to achieve the school's educational goals and priorities.
- Deploy resources effectively to achieve the school's aims and targets.

## General duties

- Contribute to the overall ethos, work and aims of Mercia Learning Trust.
- Contribute to whole school and trust-wide events as and when required, driving school and trust improvement.
- Ensure accurate records are securely maintained and held in accordance with General Data Protection Regulations (GDPR)/Data Protection Act 2018.
- Promote and support diversity, ensuring equal opportunities for all.
- Participate in meetings, training and performance development, as necessary.
- Support and contribute to our trust's commitment to safeguarding all pupils. 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.
- Any other duties and responsibilities appropriate to the grade and role.

*This job description is based on the Department for Education (DfE), the National Standards for Headteachers.*

*The Headteacher will conduct their professional duties in accordance with, and subject to, the National Conditions of Employment for Headteachers, and Education and Employment legislation.*

*The Headteacher is accountable to the Governors, the Executive Director of Secondary Standards and the Chief Executive Officer for the standards achieved and the conduct, management, and administration of the school, subject to any policies that the DfE may make.*

***This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.***

## Person specification

### Role: Headteacher

| Attributes  | Essential   | Desirable  | Assessment   |
|---|---|--|--|
| <b>Qualifications</b>   | <ul style="list-style-type: none"> <li>• Qualified Teachers Status</li> <li>• Honours Degree</li> <li>• Relevant and continuing CPD</li> </ul>  | <ul style="list-style-type: none"> <li>• NPQH</li> <li>• Other relevant CPD (e.g. MBA/NPQEL)</li> </ul>  | <ul style="list-style-type: none"> <li>• Application</li> <li>• Certification</li> </ul>                   |
| <b>Skills and Experience</b>  | <ul style="list-style-type: none"> <li>• Successful experience as a Senior Leader</li> <li>• Highly-effective teacher</li> <li>• Experience of leading change</li> </ul>  | <ul style="list-style-type: none"> <li>• Experience of teaching / leading in more than one school</li> <li>• Being part of a leadership team in an Ofsted inspection</li> </ul>                  | <ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• References</li> </ul> |
| <b>Values and Commitment</b>  | <ul style="list-style-type: none"> <li>• Commitment to the mission, moral purpose, and vision of our trust</li> <li>• Evidence of a commitment to inclusion and equal opportunities for all pupils in the school, including British values</li> </ul>   |  | <ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• References</li> </ul> |
| <b>Governance, accountability, and compliance</b>                   | <ul style="list-style-type: none"> <li>• Clear understanding of working effectively with the governing body</li> <li>• Proven record of being transparent, approachable, and accountable to parents/carers, governors, relevant external bodies and the local community</li> <li>• Knowledge of legal requirements for schools</li> <li>• Clear commitment to and understanding of child protection matters, safeguarding legislation and practice to promote the physical and emotional health and wellbeing of children and young people</li> </ul> | <ul style="list-style-type: none"> <li>• Understanding of governance within a Multi Academy Trust</li> <li>• Undertaken the role of designated or deputy designated safeguarding lead</li> </ul> | <ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• References</li> </ul> |
| <b>Leading, managing and developing people and the organisation</b> | <ul style="list-style-type: none"> <li>• Experience of successful implementation of strategies to secure exceptional school effectiveness across all areas</li> <li>• Proven ability to lead and inspire</li> <li>• Effective communication skills, with experience of managing a variety of audiences and media</li> <li>• Ability to lead and direct professional practice through effective CPD</li> </ul>   | <ul style="list-style-type: none"> <li>• The ability to work in partnership with other schools and organisations</li> </ul>  | <ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• References</li> </ul> |
| <b>Leading the curriculum (teaching, learning &amp; assessment)</b> | <ul style="list-style-type: none"> <li>• Experience of how to raise achievements across the school, including data analysis</li> <li>• Lead a consistently high standard of teaching through assessment, monitoring, evaluation and support</li> </ul>  |  | <ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• References</li> </ul> |
| <b>Personal attributes</b>  | <ul style="list-style-type: none"> <li>• Approachable and enthusiastic</li> <li>• Evidence of resilience, energy, enterprise and passion, treating challenges as opportunities</li> <li>• Able to adapt to changing circumstances and new ideas</li> <li>• Evidence of strong reflection and learning as a leader</li> <li>• Able to exercise creativity and emotional intelligence in leadership</li> <li>• Ability to work under pressure and prioritise effectively</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 2 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 255 7331 or for more information about the application process, please email [recruitment@merciatrust.co.uk](mailto:recruitment@merciatrust.co.uk).

**The closing date for applications is 23 September 2024**

**Interviews are expected to take place week commencing 7 October 2024**

## 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. Alternatively, please give details on a separate sheet and return with your application form.