

# 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](mailto: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**

### **Teacher of Science**

**Main Pay Range £28,000–£43,685**

**1.0 FTE** (Temporary in the first instance)

**Immediate start**

We have an exciting opportunity for an exceptional teacher to join our successful science department at Newfield School.

Newfield School is part of Mercia Learning Trust, one of the most successful Trusts in the Yorkshire and Humber region, changes the lives of over 3000 children and young people in Sheffield and is continuing to grow.

It is an exciting time to work at Newfield. We are building on our 'Good' Ofsted judgement and have a set of ambitious priorities that will make our school truly remarkable. This year's results see us again in the top 5% of the country. Would you like to be a driving force for these changes and make a real difference in our school and across the Trust?

You will have the ability to inspire and engage students using your knowledge and enthusiasm of the subjects. Imaginative and committed, you will have a proven track record of success and high expectations of our students.

You will be:

- Able to demonstrate and deliver excellent teaching
- Someone with a clear vision in how to develop students with an impact on achievement.
- A good understanding of how to track student progress and make appropriate interventions to improve standards.

Further information and details about how to apply can be found in our recruitment pack. For an informal and confidential discussion, please contact Mr Wood, Head of Science, on 0114 255 7331 or email Ruth Cressey, PA to the Headteacher at [rcressey@newfield.sheffield.sch.uk](mailto:rcressey@newfield.sheffield.sch.uk).

Closing date for applications is **Monday 2 January**

## JOB DESCRIPTION

|                         |   |
|-------------------------|---|
| <b>Post Title:</b>      | <b>Teacher of Science</b><br><br>* This post is a designated customer facing role under the fluency duty and requires a specified level of spoken English in the person specification |
| <b>Salary:</b>          | <b>Main Pay Scale</b>   |
| <b>Responsible to:</b>  | <b>Head of Department</b>   |
| <b>Responsible for:</b> | <b>N/A</b>  |

**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

- To teach designated students and undertake associated pastoral and administrative duties as well as other general responsibilities, having full regard for the school's ethos, aims and policies
- To undertake tasks related to the development of a curriculum area

### KEY RESPONSIBILITIES

#### **Class Teacher Responsibilities:**

- To plan programmes of work for students in co-operation with teaching colleagues within the team in order to ensure that all children are taught by members of that team experience similar learning opportunities
- To plan work matched to the individual needs of children and within the school's agreed policy and schemes of work
- To produce written records of such planning in accordance with school policy

- To assess and record student's achievements and progress within the statutory requirements and school's assessment policy and report to parents
- To contribute to meetings, discussions and management systems necessary to ensure the co-ordination of the work of the school as a whole
- To promote and monitor the organisation of the learning and teaching through a particular subject throughout the school
- To ensure that the classroom is kept tidy and attractive, with children's resources readily available for them to find independently
- To contribute to the ideas within and the implementation of the School Improvement Plan
- To supervise the use of support staff relevant to the class.
- To contribute to the provision of a safe and secure learning environment.

## **General Responsibilities**

- To pursue the aims of the school in a positive manner and promote the agreed ethos
- To work co-operatively within a whole staff team, and within the year/teaching and learning group to achieve continuous improvement with constant regard to quality in both learning and teaching
- To teach students according to their individual needs, including the planning and assessment of work in line with agreed policies of the school
- To monitor and assess children's progress and report to parents
- To implement and maintain the school's policy on discipline and behaviour
- To support the school's endeavours to meet the needs of its community

## **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: April 2022**

## PERSON SPECIFICATION

|                         |   |
|-------------------------|---|
| <b>Post Title:</b>      | <b>Class Teacher</b><br><br>*This post is a designated customer facing role under the fluency duty and requires a specified level of spoken English in the person specification |
| <b>Salary:</b>          | <b>Main Teacher's Pay Range</b>   |
| <b>Responsible to:</b>  | <b>Head of Department</b>   |
| <b>Responsible for:</b> | <b>n/a</b>  |

| SPECIFICATION                      | ESSENTIAL  | DESIRABLE   |
|------------------------------------|--|---|
| <b>Qualifications and Training</b> | <p>Qualified Teacher status – Degree or equivalent</p> <p>Good Honours degree (First or Second Class)</p>  | <p>Higher professional qualification</p> <p>Recent and relevant professional development and ongoing commitment to this</p>   |
| <b>Skills and Knowledge</b>        | <p>* The ability to converse at ease with members of the public and students and provide advice in accurate spoken English is essential to the role</p> <p>Must have highly effective communication skills which engage students, parents, staff, Governors and the wider community</p> <p>Excellent teaching skills, including effective communication skills, ability to</p> | <p>Understanding of particular needs of students with SEN</p> <p>Awareness of factors affecting language and learning across the curriculum</p> <p>Knowledge/involvement in other cross curricular initiatives/projects or whole school developments.</p> |



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|                   | <p>motivate students and the capacity to create good learning environments</p> <p>A clear understanding of the characteristics of high quality teaching and learning and achievement for all students</p> <p>Knowledge of current issues and recent developments in the curriculum area</p> <p>Capacity to use ICT as integral part of teaching</p> <p>Knowledge and understanding of the value added agenda, including levels of progress</p> <p>Ability to lead initiatives, support the process of change and work effectively in a team.</p> <p>Secure commitment to a clear aim and direction for the subject.</p> <p>Ability to use student assessment data to raise achievement.</p> <p>Accuracy/Attention to detail</p> <p>Knowledge of current legislation and guidance relating to education, subject area and safeguarding</p> |  |
| <b>Experience</b> | <p>Relevant experience of teaching in the subject to a full range of age and ability within a secondary school</p>  | <p>Experience of pastoral/tutor role</p> |

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|                           | <p>Experience of teaching a wide range of abilities at KS3.</p> <p>Experience/knowledge of current initiatives relating to achievement and inclusion in relevant subject</p> <p>Track record as a successful classroom practitioner across the secondary school age and ability range</p> <p>Track record of achieving high levels of value added at both key stages</p>   | <p>Experience teaching KS4</p> <p>Experience teaching Product Design KS4</p> <p>Experience teaching food KS3</p> <p>Experience teaching Hospitality and Catering at KS4</p> <p>Knowledge of 2D Design and AutoCAD Inventor</p> <p>Machine health and safety trained</p> |
| <b>Personal Qualities</b> | <p>Passion and enthusiasm for your subject, learning and improving life chances of young people</p> <p>Must be able to demonstrate the ability to take initiative, lead, motivate, inspire and support the full range of stakeholders to achieve excellence</p> <p>Must be ambitious for self and others, showing a powerful commitment to continuous improvement and raising standards</p> <p>Must be resilient and optimistic, having a relentless</p> | <p>A willingness to contribute top extra-curricular activities.</p> <p>A vision for the development of the department.</p> <p>A commitment to personal and professional development.</p>  |

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|  | <p>focus on achieving the best for young people</p> <p>A commitment to inclusive education</p> <p>Ability to form good working relationships with students and staff</p> <p>Must be able to show evidence of an alignment with the values of the school both in words and behaviours</p> <p>A commitment to safeguarding and promoting of welfare of children issues.</p> |  |
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## 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.merciatrust.co.uk](http://www.merciatrust.co.uk)
- Email your completed application to [recruitment@merciatrust.co.uk](mailto:recruitment@merciatrust.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.merctrust.co.uk/careers](http://www.merctrust.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](mailto:enquiries@newfield.sheffield.sch.uk).
- For more information about the application process, please email [recruitment@merctrust.co.uk](mailto:recruitment@merctrust.co.uk).

Key dates:

- **Closing Date Monday 2 January**
- **Interviews week commencing 9 January**

### **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.