

## Teaching Fellow (Pastoral Lead)

<b>Location</b>	Mercia School (Sheffield)
<b>Salary (FTE)</b>	Grade 7 £37,035 to £40,476
<b>Actual salary</b>	£31,855 to £34,814 (with under five years' service)
<b>Contract term</b>	37 hours per week, 39 weeks per year (negotiable), permanent
<b>Responsible to</b>	Headteacher
<b>Start date</b>	September 2025
<b>Closing date</b>	Midnight Sunday 18 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.

## 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.

In September 2023, Mercia Collegiate Sixth Form opened. 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

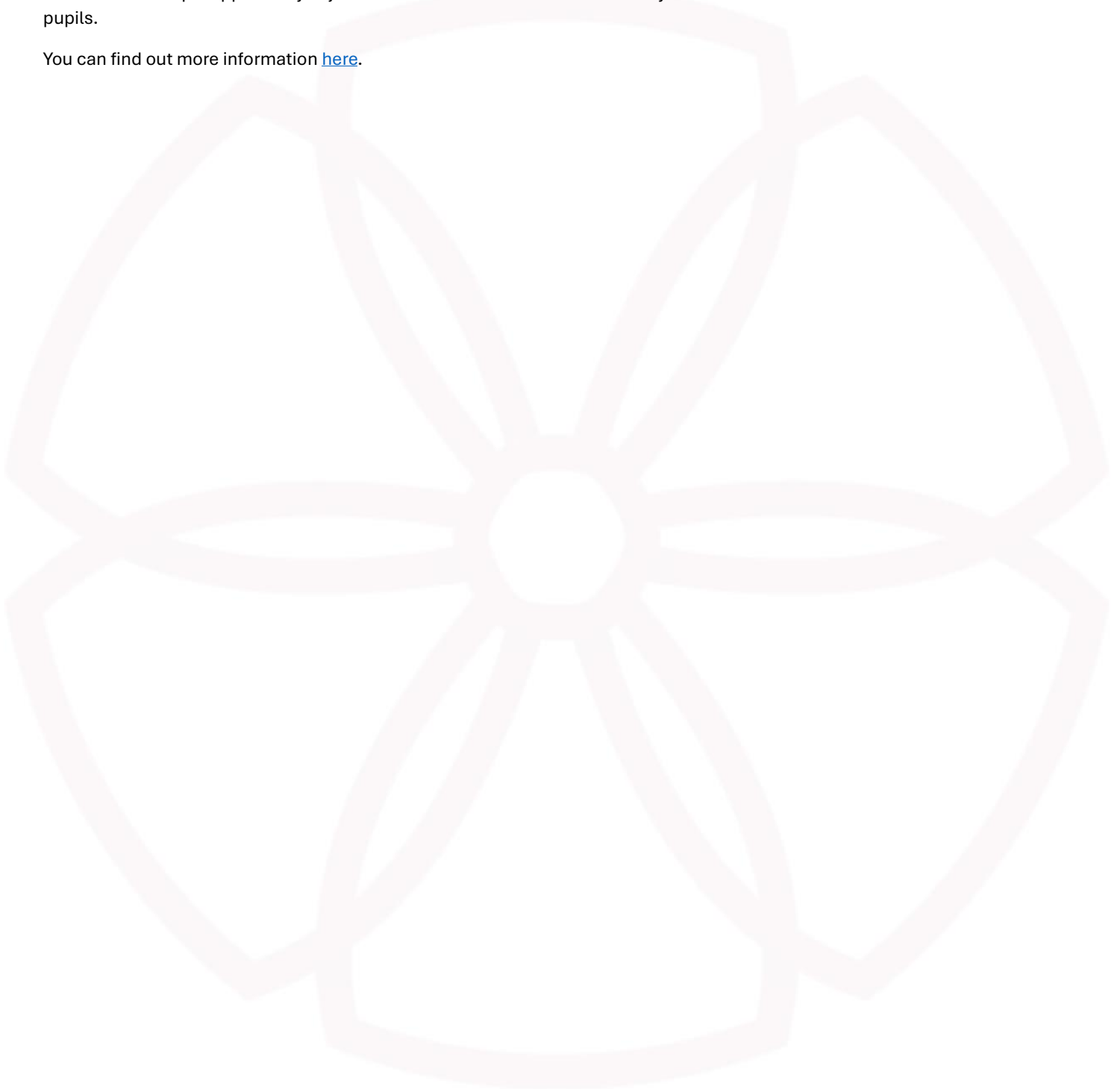
The role of the Teaching Fellow is to support the ethos of high expectations across the school. Specifically, working with pupils who require additional support, so their academic, emotional, physical and social needs are met. This may include the use of appropriate intervention and liaising with external professionals. This role is well suited to an experienced pastoral leader who

believes in high expectations and is driven by supporting pupils to achieve exceptionally well in their academic studies. We welcome applications from existing Heads of Year or equivalent roles.

The Teaching Fellow has a visible presence in all areas of the school and will assist with any issues related to the well-being of the pupils. They will work to ensure pupils are in 100% of their subject lessons. Pupils are supported superbly in our longer school day, but they do not miss lessons for interventions or informal pastoral support. The successful candidate will be an advocate for this approach.

This is also a unique opportunity to join one of the best schools in the country and make a difference to the life chances of its pupils.

You can find out more information [here](#).



## Job description

### Purpose

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

### Key responsibilities

- Assist the school SENDCO by supporting the relevant administration. This will be in partnership with the Head of Inclusion.
- Provide pupils with support to complete their academic studies. All pupils must attend their classes.
- Act as a Deputy Designated Safeguarding Lead and monitor CPOMS.
- Work with the safeguarding team to ensure all pupils are safe, including attending relevant external meetings.
- Supervise individual pupils and/or groups of pupils, including managing study groups and detentions.
- Coordinate pastoral interventions, measuring and reporting on impact.
- Support the co-ordination of the Y7 and post 16 transition for the most vulnerable pupils.
- Work under the direction of the Head of Inclusion, who is line managed by the Headteacher.
- Co-ordinate and meet with the parents of all School Support (K) pupils and those with an EHCP, at least 3 times in an academic year, and complete follow up actions. This is in partnership with the SENCO and Head of Inclusion.
- Work collaboratively with parents, including meeting to discuss any relevant issues that are affecting the academic, emotional, physical and social wellbeing of their child.
- Write to GPs and other professionals as a parental advocate.
- Meet with pupils with additional needs who do not meet the criteria for School Support.
- Complete referrals to external agencies (CAMHS/Ryegate/Local Authority and others), including the collation of information on progress and behaviour.
- In conjunction with the SENDCO and Headteacher, respond to local authority requests, including EHCP consultations.
- Complete My Plans for relevant pupils, including gathering information from parents and other professionals.
- Apply for locality funding and attend meetings half-termly, and briefing sessions on a termly basis.

### General/other

- Attend and participate in 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 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 the school's duty of care in relation to staff, students and visitors and to always comply with all health and safety policies.
- Be aware of and comply with the codes of conduct, regulations and policies of the school and its commitment to equal opportunities, as set out in the staff handbook.
- 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: Teaching Fellow

Attributes	Essential	Desirable	Assessment
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>Graduate with at least a 2:1 degree</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>Accuracy and attention to detail</li> <li>Excellent administrative and organisational skills</li> <li>Ability to multi-task, work under pressure and meet deadlines</li> <li>Well-developed written and oral skills.</li> <li>Ability to work independently and as part of a team</li> <li>An excellent communicator with strong interpersonal skills</li> <li>Good organisational and time management skills</li> <li>The ability to maintain effective record keeping</li> <li>The ability to deal with sensitive information in a confidential manner</li> <li>The ability to work positively with parents/carers, supporting them whilst insisting upon school rules and the school's culture.</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>Working as part of a team</li> <li>Communication across different organisations/groups</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience of working with children</li> <li>Experience of working in a secondary school environment with pupils and staff</li> <li>Experience processing data using an MIS system including ensuring the accuracy of data, resolving discrepancies &amp; maintaining records</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>Strong moral purpose and drive for improvement</li> <li>Flexible</li> <li>Honest and reliable</li> <li>Calm under pressure</li> <li>Sense of humour and perspective</li> <li>Patient</li> <li>Team player</li> <li>High personal and professional standards</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 5539080 or [gdarlow@merciaschool.com](mailto:gdarlow@merciaschool.com)
  - For more information about the application process, please email [recruitment@merciatrust.co.uk](mailto:recruitment@merciatrust.co.uk)

The closing date for applications is Midnight Sunday 18 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.