



Recruitment Pack



Head of English

Leadership Scale ISR 9-13 (£47,967-£52,930)

September 2018 start



RECRUITMENT INFORMATION PACK

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Headteacher's Welcome

Thank you for your interest in joining Newfield. This is an excellent opportunity to join a great school and to play role in shaping the provision of education and lifelong learning opportunities for our students.

Newfield is a happy, thriving and rapidly improving school providing high quality education both in the classroom and throughout a wide range of extra-curricular activities. We are very proud of our recent rapid improvement and put much of our success down to being an inclusive school at the heart of the community we serve.

Newfield School is part of the Mercia Learning Trust along with King Egbert School, Valley Park Primary, Nether Edge Primary, Totley Primary and the newly sponsored Mercia School. One of the benefits of our partnership is that all Newfield students are guaranteed a place in the Sixth Form at King Egbert, if they wish, providing they meet the entry requirements for their chosen courses.

Newfield School was judged to be 'Good' in all key judgments in March 2017. The report spotlights the highly effective leadership, the good progress students make, the excellent behaviour in school and that students feel safe and treat each other with respect.

Our expectations for every Newfield student are high; excellence and enjoyment are at the heart of all we will seek to do. We believe in the potential of every student, providing opportunities and enabling them to thrive in our caring environment.

Our staff team are central to our success. They drive and accelerate the increasingly good provision we offer to this community and we want the very best people to join us.

If you feel you have the skills, drive and ambition to help support our aims then please do read on.

Emma Anderson
Headteacher



Ofsted Said

Rates of progress have improved significantly. In 2016, by the end of Year 11, pupils' progress in a wide range of subjects was well above that of other pupils nationally with similar starting points

Our School

Newfield School is an 11-16 school in Norton Lees, Sheffield. The current roll is around 950. The school's catchment area covers Norton Lees, Meersbrook, Heeley and the west side of the Gleadless Valley, giving the school a broad socio-economic mix of students. There is a very positive and friendly atmosphere in the school and our students are polite, well behaved and keen to achieve their best. Most of our students go on to sixth form and academic study. Our parents and carers have high aspirations and expectations for their children and the school.

Newfield joined the Mercia Learning Trust as an academy in 2014, continuing our partnership work with King Ecgbert School (Ofsted Outstanding). Our collaborations with our Trust schools is a valuable part of our business and includes Teaching School status.

In 2015-16, students achieved the best ever results for the school. We are extremely proud that our school secured a positive progress 8 figure which means that, using the Government's preferred measure of school performance, our students, on average, make greater progress than expected in every one of their 8 subjects – an outstanding achievement, making Newfield School one of the most improved schools in Yorkshire and the Humber (based on Progress from 2014-15 to 2015-16) and is now ranked in the top 25% of schools nationally. Our overall progress 8 score for 2016 was 0.33.

40% of our cohort are eligible for free school meals, above the national average and the starting points of many of our students is below average when considering KS2 scores. Despite this, our students make very good progress. In 2016 our disadvantaged cohort had a progress 8 score of 0.3.

These are exciting times for the school. We have embedded our Consistent Discipline Model so that the climate for learning in lessons is excellent. Having reviewed the curriculum, we have now moved to a 3 year GCSE. Students take their options towards the end of Year 8 and start their GCSE courses in Year 9. Our students have formal assessments throughout the year and all year groups take formal exams at the end of the year.

Newfield School was inspected in March 2017, judging the school as 'Good' in all key areas. The report accurately reflects the positive direction of the school.

- *Highly effective leadership has led to better teaching, improved behaviour and attendance, and higher attainment for pupils.*
- *Middle leaders are an emerging strength of the school. Like senior leaders, they are highly ambitious for their pupils.*
- *The school's systems to promote positive behaviour and attitudes to learning are highly effective.*
- *Teaching is good overall and the progress made by pupils has improved considerably over time*



Ofsted Said

Teaching is good and the progress students are making has accelerated. Teachers know their students well.



Our Students

Our many visitors are impressed by the purposeful atmosphere and they remark upon the friendliness of our school community – students and adults alike. We value positive relationships at all levels. Good behaviour, hard work, pupil participation and a real desire to learn and improve are central to achievement and this was acknowledged in our recent Ofsted Report.

At Newfield the student is at the centre of everything that we do. We have high aspirations for all our students and our goal is to improve the life chances of every learner irrespective of their starting point. We take the business of teaching and learning extremely seriously. Students are valued as individuals and we are passionately committed to their achievement, personal growth and excellence in everything we do. Students are encouraged to thrive in all areas of learning, in the classroom and beyond.

A wide range of clubs and activities take place outside normal lesson times. These include sport, drama, music and outdoor activities. Field trips are organised by the geography, history and science departments each year, and many other subjects also run visits to museums, galleries, theatres and so on. A range of residential experiences including trips abroad are offered.

Our Staff

There are currently 125 staff in school. Both teaching and support staff are dedicated and committed to supporting high quality learning outcomes for all.

In addition to the Headteacher, the Senior Leadership Team has five Assistant Headteachers and a newly created Deputy Headteacher post commencing January 2018.

The Senior Leadership Team provide link line management for all Heads of Department. Strong emphasis is placed on all teachers and support staff being leaders of learning and all middle leaders, TLR holders and those with a specific Teaching and Learning responsibility are expected to contribute to developing their curriculum area as well as whole school developments.

We are committed to the professional development of all staff wherever they are in their career. The Mercia Learning Trust's Teaching School enables us to support the training of new teachers through our ITT programme with Sheffield University and Sheffield Hallam University or through our partnership with Teach First. The Trust guarantees a personalised programme of CPDL based on career aspirations and school priorities.

Our Facilities

In January 2009 the school moved into a new building which provides excellent facilities for learning. There are well-equipped teaching rooms for all subjects, all with interactive whiteboards and multi-media projectors. In addition there are specialist teaching rooms for technology, science, music, art and drama. There is excellent access to ICT to enhance learning whenever it is appropriate.



Sports facilities are excellent with a full-sized Sports Hall, fitness suite, all-weather pitch, tennis and netball courts and extensive playing fields. Facilities for performances are also excellent. In addition to separate dance and drama studios, there is a large Hall with advanced lighting and sound equipment that can seat 350 for assemblies, concerts and plays.

School Organisation

The school operates a five period day and each lesson is an hour long. Students study a broad range of subjects within different grouping arrangements. Some subjects are set according to ability whereas other subjects are taught in mixed ability groups. A review of grouping arrangements and progress data takes place at regular intervals throughout the year to ensure all students are working at their very best.

We have an excellent reward system in place to acknowledge positive attitudes to learning, the school community, attendance and academic progress. Every student has a school planner that logs reward stamps from teachers and support staff and these count towards half termly rewards and the 'Top 50' Club. We celebrate all the achievements of our students at a formal Achievement Ceremony at the end of the academic year.

Governors and parents play an active role within the school. Our families are hugely supportive of the school. The school's reputation is very positive within the community and beyond and this is reflected in the number of families applying for entry to the school in year 7. Year 7 has been full with a waiting list for the last 3 years.



Ofsted Said

The curriculum is well matched to the needs of the pupils and they make good progress



Ofsted Said

School leaders have developed strong links with other schools in the Trust. As the school has developed, it has become much more of an equal partner, now offering help and ideas to the other schools.

Mercia Learning Trust

The Mercia Learning Trust, established in January 2014, currently comprises: King Ecgbert School, Newfield School, Mercia School, Totley Primary School, Valley Park Community Primary School and Nether Edge Primary School.

The mission of the Trust is to provide an outstanding education for pupils from 0-19. We are passionate that all our pupils should see their time at school as happy and fulfilling, with their potential developed to utmost. Our approach is founded on partnership working – binding together our schools, parents and their communities.

At all Mercia Learning Trust schools our pupils will benefit from:

- A fully inclusive approach, maximising the attainment and achievement of every pupil
- A broad and balanced curriculum, with high quality teaching that responds to individual needs
- Promotion of resilience and self-reliance in our learners, thus enabling them to meet the challenges and opportunities of the changing world
- Support to develop and maintain positive wellbeing in all aspects of life
- High standards of orderly behaviour rooted in strong moral values
- Continual investment in the professional development of all our staff, as the foundation of our offer to pupils

For more information, please visit the Trust website:

www.ecgbert.sheffield.sch.uk/mercia-learning-trust

Newfield can offer you:

- A place where students are at the heart of everything we do
- A caring school atmosphere with supportive colleagues and parents
- Highly motivated students who want to achieve
- A school where standards, both academically and pastorally, are high
- An important role as part of a committed and determined team
- Quality CPD and targeted development programmes
- A commitment to staff well-being that includes the Childcare voucher scheme, access to the school's sporting and fitness facilities and annual flu vaccinations.



Mr Philip Smith, MLT



THE MERCIA LEARNING TRUST

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For more information, please visit our website: <http://www.ecgbert.sheffield.sch.uk/Mercia-Learning-Trust>



The Application Process

All details, including the Application Form, Job Description and Person Specification can be found within this pack or on our school website www.newfield.sheffield.sch.uk

We hope that our recruitment pack and website provides you with plenty of information about us. However, should you require any additional information, or would like an informal discussion/visit, please contact Emma Staley, HR and Admin Manager, on 0114 255 7331 or email estaley@newfield.sheffield.sch.uk.

To apply, please email your completed application to estaley@newfield.sheffield.sch.uk or send it in the post to:

Emma Staley
HR and Admin Manager
Newfield School
Lees Hall Road
Sheffield
S8 9JP

All applications that have been submitted electronically will receive an email confirming receipt.

Please note that we do not accept CV's - applicants must submit an application form.

Please also note that in all cases written references will be taken up 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.

Newfield is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. 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.

If you have any further queries on any aspect of the application process, please contact Emma Staley, HR and Admin Manager on 0114 255 7331 or by emailing estaley@newfield.sheffield.sch.uk.

ADVERT

Head of English

Leadership Scale ISR 9-13 (£47,967 to £52,930)

Commencement Date: September 2018

Are you an outstanding teacher of English?

Are you an existing Head of English looking for a new challenge or an experienced teacher looking to take the next step in your career and join the Senior Leadership Team?

Newfield School are looking to appoint a dynamic and innovative teacher of English to lead and inspire our successful department from September 2018.

Confident in your ability to teach outstanding lessons with a record of success, you will challenge and excite our students and have the capacity to consistently deliver inspirational and varied lessons. Imaginative and committed, you will have enthusiasm for your subject, high standards of professionalism and high expectations of students.

An able leader and team player, you will have the vision, enthusiasm and drive to guide the curriculum in English in both KS3 and KS4. Innovative and resilient you will have an unwavering commitment to enabling students to develop their potential.

Being part of the Mercia Learning Trust is leading to many interesting developments, including a shared approach to KS2, 3 and 4 which means we now have a stronger influence on our children's lives from age 3 to 19. Staff at Newfield are committed to developing their professional repertoire to ensure student progress is at the core of everything we do to ensure our children achieve their full potential. We are looking for staff who are enthusiastic and are keen to make a difference. We are ambitious for our school and the professional development of our staff is at the forefront of our improvement.

Further details and the application form is available on the school website. For an informal and confidential discussion, please contact Mrs Anderson, Headteacher on 0114 255 7331 or email enquiries@newfield.sheffield.sch.uk.

Closing date: **Wednesday 29 November 2017**

Interviews will take place: **week commencing 11 December 2017**

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. The successful candidate will be required to complete a Disclosure and Barring check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.



Newfield School
Lees Hall Road
Sheffield
S8 9JP

Telephone 0114 255 7331
Attendance Officer 0114 229 0940
Fax 0114 258 3625
enquiries@newfield.sheffield.sch.uk
www.newfield.sheffield.sch.uk

Dear Colleague

Head of English
Leadership Scale ISR 9-13 (£47,967 - £52,930)

Thank you for your interest in our Head of English role at Newfield School.

Newfield School is part of the 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. Newfield School is a valued partner and driving force within the Trust. The students and staff of our school are brave, proud, work very hard and take advantage of the variety of opportunities that are available to them.

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. 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.

We are passionate about enabling all students the very best start in life. Great teachers make a difference.

The leadership of Newfield at all levels is tenacious in its approach and we are not complacent. You will have read our latest Ofsted report that cites the highly effective leadership of the Co-Headteachers. Our recent success has been driven by this uncompromising dedication to the young people and families we serve.

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.

The successful applicant will be part of the leadership team shaping the direction of the English curriculum and literacy across the school and will build on improving GCSE performance (2017 English results 78.2% standard pass, Progress 8 0.6).

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

Mrs E Anderson
Headteacher

JOB DESCRIPTION

MERCIA LEARNING TRUST IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE AND EXPECTS ALL STAFF AND VOLUNTEERS TO SHARE THIS COMMITMENT

SCHOOL	NEWFIELD
POST TITLE	HEAD OF ENGLISH
SALARY RANGE	LEADERSHIP RANGE ISR 9-13
RESPONSIBLE TO	HEADTEACHER
RESPONSIBLE FOR	THE PROGRESS OF PUPILS LEARNING IN AN AGREED SUBJECT, AND FOR TUTOR GROUP ACROSS THE CURRICULUM
PURPOSE OF JOB	TO IMPLEMENT AND DELIVER AN APPROPRIATELY BROAD, BALANCED, RELEVANT AND DIFFERENTIATED CURRICULUM FOR STUDENTS AND ENSURE DELIVERY OF HIGH QUALITY TEACHING AND LEARNING FOR WHICH THE TEACHER IS ACCOUNTABLE.

JOB DESCRIPTION FOR: HEAD OF ENGLISH

SPECIFIC DUTIES AND RESPONSIBILITIES

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.

Employment Duties

To be performed in accordance with the provisions of the School Teachers' Pay and Conditions document and within the range of teachers' duties set out in that document (Part XII of the 'Teachers Pay and Conditions Document').

General Responsibilities

- To provide support for SLT in continuously reviewing and monitoring the aims of the school
- To contribute to the formulation and implementation of school policy
- To monitor the achievements of students
- To be familiar with school policies in particular safeguarding procedures, and promote the welfare of children.
- To be accountable for the progress of students with English
- To work closely with the Headteacher and other staff, within the policies of the school to ensure that every student's experience of Newfield is a positive one

Key Tasks

Areas of Responsibility:

1. Lead, manage and develop a subject or curriculum area

- To provide strategic leadership for the development and management of English throughout the school.
- To identify areas for development and improvement linked to the school improvement plan and national and local initiatives.
- To develop and monitor schemes of work for English across the whole school and ensure successful implementation which meets curriculum requirements.
- To have an overview of, and contribute to the planning and delivery of continuous professional development and training related to English.
- To develop strategies for the use of English to promote new teaching methods and improve learning throughout the school and monitor effectiveness in raising standards of teaching and learning.
- To monitor and evaluate student progress across the school in English.
- To use ICT effectively in delivery of teaching and learning.

2. Impact on the educational progress of students other than the teacher's assigned classes or groups of students

- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students in English.
- To identify clear, appropriate targets for attainment and/or achievement across the area of English.
- To monitor and evaluate student progress and achievement against targets.
- To lead evaluation strategies to contribute to overall school self-evaluation.
- To contribute to the school procedures for lesson observations.
- To implement school quality procedures and to ensure adherence across the school.

3. Leading, developing and enhancing the teaching practice of other staff

- To ensure the establishment of common standards of practice across English and develop the effectiveness of teaching and learning styles.
- To plan and implement strategies to improve teaching where needs are identified.
- To provide induction, support and monitoring for new staff.
- To act as a role model of good practice for other teachers, modelling effective strategies with them.
- To act as a performance management team leader for identified teachers.
- To ensure all staff in school are familiar with the aims and objectives of English.

4. Other

- To contribute to whole school delivery of the five outcome of the Children Act 'Every Child Matters'.
- To be responsible for the overall development of English throughout the school.
- To set and prepare assessments for English at KS3 and KS4.
- To be responsible for the public examination results in English, including analysing and reporting on results to the link member of Senior Staff.
- To be responsible for overseeing the production of written guidelines for English.
- To monitor and review the English curriculum throughout the school including revision of schemes of work.
- To be aware of developments in the teaching and examining of English and to inform other colleagues accordingly.
- To monitor the quality of teaching and learning in English, including the regular undertaking of lesson observations and work scrutiny.
- To oversee, evaluate and requisition books, materials and equipment for the teaching of English throughout the whole school and to monitor the storage of equipment.
- To revise the Department Improvement Planning and SEF.
- This job description will be kept under review and may be amended via consultation with the individual, Governing Body and/or Senior Leadership Team as required. Trade union representation will be welcomed in any such discussions.

Footnotes:

- (i) The above details are not exhaustive and the postholder may be required to undertake tasks, roles, and responsibilities as may reasonably be assigned to him/her by the Senior Management Team.
- (ii) This job description may be reviewed at any time via consultation between the governing body and/or Senior Management Team Representatives and the postholder as may be necessary and appropriate to the needs of the school.

Trade Union representation will be welcomed in any such consultations.

Person Specification – Head of English

Qualifications and Training	<p>Degree in an appropriate secondary subject</p> <p>Qualified teacher status essential – not suitable for NQT's</p> <p>Recent and relevant professional development</p>
Skills and Knowledge	<p>Must have highly effective communication skills which engage students, parents, staff, Governors and the wider community</p> <p>Must be able to use technical resources and equipment appropriate to the teaching of KS3 and KS4 English to the highest level</p>
Experience	<p>Teaching English to a full range of age and ability within a secondary school (desirable)</p> <p>Experience/knowledge of current initiatives relating to achievement and inclusion in English</p> <p>Track record as a successful classroom practitioner (Ofsted criteria) across the secondary school age and ability range</p> <p>Track record of achieving high levels of value added at both key stages</p>
Personal Qualities	<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 focus on achieving the best for young people and being prepared to develop creative strategies to achieve this</p> <p>Must have a clear strategic vision for achievement and inclusion including providing opportunities for learning outside the school day</p> <p>Must be able to show evidence of an alignment with the values of Newfield both in words and behaviours</p> <p>Must have the capacity to demonstrate leadership of English</p>