Mercia

School



Assistant Headteacher

Information Pack

School Information-Job Description-Person Specification

Contents

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Information about the Mercia Learning Trust

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Letter from the Headteacher Designate

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Advert

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Description

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Specification

**THE 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 The 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 the 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 well-being 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 our website: http//www.ecgbert.sheffield.sch.uk/Mercia-Learning-Trust



Dear Applicant

Mercia School is a brand new 11-18 school that will serve the south-west of Sheffield. The school will open in September 2018 with 120 Year 7 students and grow incrementally for 7 years. Mercia 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 pupils and professionals.

Mercia School will provide all pupils, no matter their background or starting point, a rich and demanding education that will inspire. Mercia School will be different. The curriculum will be purely academic with a focus on acquisition of knowledge at its heart. Children and young people will receive high levels of challenge in their studies and be supported to achieve accelerated progress. We will set the highest aspirations for our children so they can achieve their individual potential and personal ambition.

Mercia School will be a traditional school, following the practices of the very best schools in the land. In essence, Mercia School will share the traits of elite schools, however, we will be a non-selective comprehensive school. We will drive social mobility and achievement for all.

Mercia School will expect that teachers teach from the front with excellent subject knowledge. Our classrooms will be arranged in rows with children learning things by heart. We will cherish our teachers’ passion for developing their craft and specialism by ensuring they have time and energy to be reflective. CPD and a transparent team approach to improving practice will ensure we achieve our ambitions together.

Underpinning the ambitious curriculum and teaching will be a consistent discipline approach. The behavioural standards at the school will be of the highest standard. We will employ a firm approach to behaviour, systematically supported by the senior staff. This will enable our teachers to prioritise the planning and teaching of subject knowledge. We will also have a rich culture of celebration, supported through a traditional house system model, that will highlight and celebrate exceptional performance and excellence in all its forms.

As Headteacher, I am excited about the prospect of leading my team into the new school. It is imperative that I have a team of teaching staff and senior leaders that are truly excellent in the classroom and fully committed to building a world-class school for its community.

I am seeking a highly skilled and talented individual, with a thirst to learn, to serve as an Assistant Headteacher and as a founding senior leader member. We will embark on a once-in-a-career journey where we will create something extraordinary together. You will be required to work harder than you have ever done before with unrivalled passion, as we shape our world class school. You will be ambitious and have a hunger to be the best you can be.

You will love teaching and be excited at the prospect of a high teaching commitment, as we deliver truly excellent and challenging lessons for our children. As a senior leader at Mercia School, you must absolutely believe that every child is entitled to a first class education, no matter their background or ability, achieved through the acquisition of core knowledge through the study of traditional subjects.

If this letter has filled you with excitement and you believe you are the person I am looking for to join me on this incredible venture, I would welcome your application.

Mercia Learning Trust is committed to providing high quality support, training and opportunities for your professional development.  The opportunity for learning and development for both teaching and support staff are such that there has never been a more exciting time to join our fantastic schools.

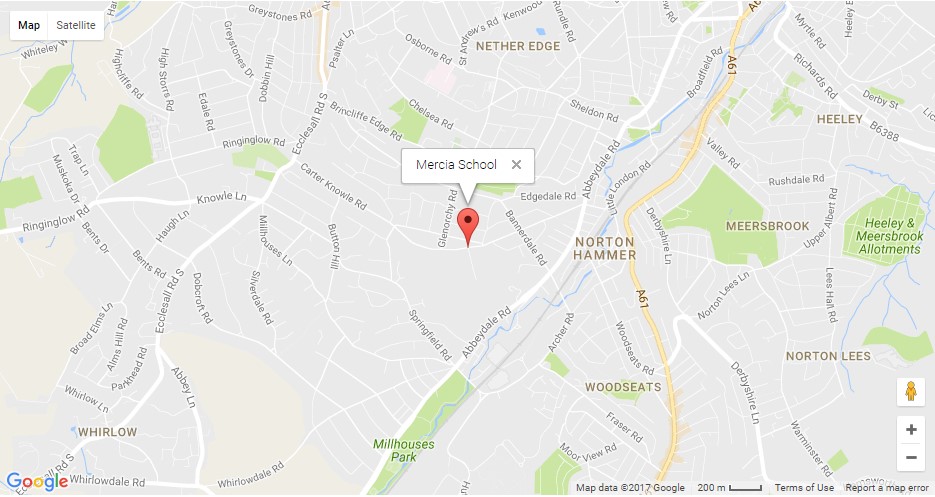
Mercia School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates will need to undertake an Enhanced Disclosure via the DBS and/or provide police checks from other countries, where appropriate. Mercia School is an equal opportunities employer.

**Dean Webster**

**Headteacher Designate**

**Mercia School**

**Mercia School**



**Assistant Headteacher**

**L10 - 14**

**£48,711 to £53,712**

**Commencement Date: 1 September 2018**

Reporting directly to the Headteacher, you will be a highly skilled and talented individual with a thirst to learn who aspires to Headship.

You will embark on a once-in-a-lifetime journey to create and shape a new world-class school. You will be passionate about your subject and keen to continue to teach your specialism, delivering truly excellent learning experiences for Mercia children.

As Assistant Headteacher, you must absolutely believe that every child is entitled to a first-class education, no matter their background or ability.

Mercia Learning Trust is committed to providing high quality support, training and opportunities for your professional development. The rich menu offered for professional learning and development means there has never been a more exciting time to join our fantastic group of schools.

The Mercia Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all our staff and volunteers to share this commitment. We require the successful applicant to undertake an enhanced criminal records check via the Disclosure and Barring Service.

For further information please refer to our website: www.merciaschool.com

To apply, please complete the application form included within the application pack.

**Closing date for applications: Friday 23 June 2017, 3.30pm**

**Assessment centre and interviews: Week commencing 3 July 2017**

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Post title:** | Assistant Headteacher |
| **Salary Range:** |  |
| **Responsible to:** | Headteacher |
| **Purpose of the role:** | * To deliver the vision for Mercia school without fear or favour * To drive the standards agenda so that every child and adult aspires to be the best they can be * To implement excellent strategies to ensure every student achieves at the highest possible level * To ensure teaching and learning is first-class and in line with the Mercia Teaching and Learning policy * To lead rigorous QA systems and create CPD to ensure the learning experience is inspirational * To develop the curriculum so that students have access to the best universities * To implement and lead strategies for the efficient day-to-day operation of the school * To line manage departments and year groups so that outcomes are excellent and the curriculum is challenging and inspiring * To develop students’ character so they have good mental wellbeing and can demonstrate resilience when challenged * To take a lead in consistently driving high standards and expectations throughout the school * To participate in whole school policymaking and strategic thinking * To lead communication between school, home and the community regarding all whole school activities * To build effective networks and partnerships so that Mercia school is innovative and whilst staying true to its core values |
| **CORE DUTIES** | |
| **Strategic Planning:** | * To work collaboratively and courageously as a leadership team member to deliver the vision for the school * To ensure units of work are challenging and have an abundance of knowledge at their heart which children learn * To plan and deliver timely CPD that inspires teachers to plan and implement world-class lessons. * To induct new staff and newly qualified staff so that they become excellent * To create excellent partnerships and networks so that Mercia school is able to have a highly aspirational culture * To have attention to detail and strategically plan so that all students and groups of students achieve equally well * To co-construct the School Improvement Plan * To play an integral role in formulating the SEF * To act as a ‘critical friend’ and innovator to team members * To lead school assemblies, gatherings and events as necessary * To ensure that school policies and practices, including Risk Assessments, are in line with national requirements and are updated where necessary |
| **Quality Assurance:** | * To implement school QA procedures and to ensure the effective operation of quality control systems in all the work carried out concerning Teaching and Learning and student achievement * To monitor and evaluate all procedures and processes put in place for managing Teaching and Learning and student achievement * To establish effective standards of practice concerning developments within Teaching and Learning and student achievement * To ensure staff leading whole school initiatives are supported, monitored and held to account for student progress * To assist the Headteacher in maintaining the climate for learning using consistent policies |
| **Management of Information** | * To lead and create developments for Teaching and Learning and CPD * To keep accurate records of internal and external examinations and their impact on the quality of teaching and learning opportunities * To keep records of staff changes throughout the year |
| **Staffing:** | * To promote teamwork and to motivate staff so that we maintain an effective curriculum, delivered by excellent teachers * To share and promote student outcomes so that all staff know the children in their classes and therefore plan accordingly * To drive student outcomes, exerting necessary challenge * To act as a positive role model for all stakeholders * To ensure that all systems are in place to ensure students’ learning and success * To lead and undertake Performance Management Reviews and to act as a reviewer for a group of staff within designated areas |
| **Communication:** | * To ensure that communication/consultation between Leadership Team, Subject Leaders, Pastoral Leaders, SENCO and all staff are clear on all matters. Clarity of instruction must be excellent * To ensure that all communication/consultation is appropriate concerning all aspects of the school. This includes the website, e-reporting, social media, prospectus and newsletter * To liaise with teaching and support staff, partner schools, the LA, outside agencies and any other relevant bodies on a wide range of aspects regarding the school |
| **Publicity and Liaison** | * To actively promote the school within Sheffield and nationally * To help develop the school branding and marketing strategies and projects * To contribute to the school liaison and publicity activities * To network within the Trust, city and nationally so that we create an unrivalled talent list |
| **Management of Resources:** | * To assist the Headteacher on managing the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including the deployment of budgets, requisitioning, organising and maintaining equipment and stock, ensuring appropriate records are kept * To work with the Headteacher and Leadership Team on the development of the school site and resources * To evaluate the departmental budgets and to make suggestions for changes when necessary |
| **Additional Duties:** | * To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students follow this example * To attend school functions/events throughout the year |
| **Teaching** | * To teach excellent lessons that are in line with the school Teaching and Learning policy * To teach your subject specialism with passion and a reflective attitude * To teach between 15 and 20 lessons in the first year of the school opening (September 2018) * To inspire other teachers to deliver excellent lessons * To create teaching and learning policies that ensure staff time is focussed on core business * To create a dedicated and hungry teaching body of staff through effective strategies * To be abreast of assessments/examinations at GCSE and A-level so that the curriculum is relevant |
| **OTHER SPECIFIC DUTIES** | |
|  | * To take part in personal professional development * To engage actively in the performance review process * To undertake any other duty as specified by the Standard Teachers’ Pay and Conditions Document not mentioned in the above |
| The specific responsibilities of the post will be determined according to the expertise and experience of the successful candidate. | |
| Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in the job description.  The school will endeavour to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applications or continued employment for an employee who develops a disabling condition.  **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.**  **June 2017** | |

**PERSON SPECIFICATION**

|  |  |
| --- | --- |
| **Minimum Essential Requirements** | **Method of Assessment** |
| **Skills/Knowledge** | *(eg Interview, Application form, test, assessment, etc)* |
| Thorough knowledge and understanding of excellent teaching and learning | Application, interview |
| Thorough knowledge and understanding of a knowledge based curriculum | Application, interview |
| Ability to generate, organise and analyse data in order to raise standards | Application, assessment |
| Thorough knowledge and understanding of assessment | Application, interview |
| Ability to have a positive impact on outcomes | Application, interview, references |
| Ability to implement monitoring and evaluation strategies | Application, references |
| Ability to develop and implement policies | Application, interview, references |
| Excellent interpersonal and communication skills | Application, interview |
| Good ICT skills | Application |
| Efficient and capable administrative skills | Application |
| Headship potential and aspiration | Application, assessment, interview, references |
| Ability to communicate with all stakeholders, therefore possessing excellent use of the English language, both spoken and written | Application, assessment, interview |
| **Experience** |  |
| Demonstrate excellence in the classroom that has brought about excellent progress for students | Application, interview, references |
| Have a Leadership and management post as a subject leader, or as part of a Senior Leadership Team. | Application |
| Successful leadership of whole school developments | Application, interview, references |
| Evidence of developing staff effectively, so they become excellent practitioners. | Application, references |
| Evidence of having courageous conversations and challenging mediocracy | Application, interview, references |
| Evidence of effective leadership of teaching and learning | Application, references |
| Evidence of leadership of curriculum planning and development | Application, references |
| Evidence of innovation and creativity | Application, references |
| Evidence of leadership of aspects of whole school CPD | Application, references |
| Evidence of effective use of data to raise standards | Application |
| **Education/Training/Qualifications** |  |
| Graduate status with QTS | Application |
| Evidence of further relevant professional/leadership development | Application |
| Further professional qualifications - desirable | Application |
| **Personal Qualities** |  |
| A presence which inspires confidence | Assessment, interview, references |
| Creativity and enthusiasm | Assessment, interview, references |
| The ability to motivate others | Assessment, references |
| Excellent judgement and integrity | Assessment, references |
| Ability to develop and maintain excellent working relationships with all members of the school community | Assessment, references |
| High standards and expectations of self and others | Assessment, references |
| A clear vision for and commitment to comprehensive education | Application, assessment, interview |
| The ability to work well under pressure, to work flexibly, using a variety of leadership styles successfully | Assessment, interview, references |
| Possess high levels of emotional intelligence | Assessment, interview, assessment, references |
| To be a team player bringing synergy and energy to the senior team | Assessment, interview, assessment, references |
| A strong commitment to inclusion, equality, diversity and to overcoming barriers to learning and achievement | Application, references |
| Good health, stamina, resilience and a sense of humour | Application, interview, references |
| **Work Related Circumstances**  **(including Working Conditions)** |  |
| Mercia school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment |  |