January 2018

RE : Assistant Headteacher

TERMS : Full time and permanent, Leadership Scale (points 10 to 14).

Dear Sir or Madam,

Thank you for taking the time to find out about the vacancy within our Leadership team.

Mayfield School is undergoing a period of expansion from a 1000 place secondary school to a 1540 place ‘all through school’. The key milestones to date have been:

In September 2012 we opened a 60 place pre-school and nursery on the school site which has been judged as “outstanding” by OfSTED. Staff members are guaranteed access to this very popular and highly oversubscribed facility.

In July 2013 Mayfield School secured approval from Portsmouth City Council to extend our age range from 11-16 to 4-16 and become the city’s first ‘all through’ school and one of only a handful of state, single site, ‘all through’ schools in the country. With this change in status, the school has undertaken a significant building programme drawing on over £4 million in additional capital.

In September 2014, we welcomed the first intake into our primary section and became one of the most oversubscribed schools in the city, with 60 pupils joining us, many of whom were in our pre-school. Each year the school will continue to admit 60 pupils into Year R (plus 30 into Year 3) until the primary section fills by 2020 and the school reaches its maximum capacity of 1540 pupils across all phases.

In September 2016, Mayfield was inspected by OfSTED and was judged as ‘good’ in all areas. In particular, inspectors noted:

*“The actions taken by leaders and governors in the last two years have focused effectively on ensuring that all pupils in the school make good progress”;*

*“The high expectations set by the Headteacher, well supported by senior leaders, about how the school had to improve in the last two years have been largely successful”;*

Most recently, Mayfield has been successful in it’s bid for priority school building project (PSBP) funds which will result in the construction of a ‘state of the art’ purpose built ‘all through’ school on the east field of the current site. Work is anticipated to start in August 2018 and the new, £20+ million, building will be handed over in September 2020.

Given the significant changes taking place at Mayfield, we are now looking to increase the size of our Leadership Team by appointing an additional, permanent, Assistant Headteacher who will act as a ‘Director of Learning’ for designated subject areas and also lead on whole school initiatives. The precise nature of the role will be determined in consultation with the successful candidate. The person appointed is likely to be, or have been, a successful middle leader within a ‘core’ area of the curriculum and looking to develop themselves as a senior leader within an ‘all through’ environment.

To apply for this post, please complete an application form and send a letter to the Headteacher covering the following points:

* How your experiences to date have prepared you for this post (max 250 words);
* How would your skills and experiences contribute to the development of our ‘all through’ school (max 500 words);
* What school wide initiatives would you like to oversee and why (max 250 words).

Applications should be sent to Mrs. Lynne Hollis, PA to the Headteacher by 4:00pm on Monday 22nd January 2018. If you have any questions, would like an informal chat or to arrange a visit to the school, contact Mrs. Hollis on Hollis@mayfied.portsmouth.sch.uk.

Best wishes,



Mr. David Jeapes - Headteacher