



Headteacher

Location	Mercia School (Sheffield)
Salary	L32 – L36 (salary negotiable dependent on experience)
Contract term	Full time, 1.0FTE, permanent
Responsible to	Executive Director of Secondary Standards
Start date	September 2026
Closing date	8am Friday 20 March 2026

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. Since opening, the school has secured a strong national reputation for educational excellence.

In February 2023, Ofsted inspected the school and graded all aspects of provision to be 'Outstanding'. GCSE results are consistently exceptional, with all pupils securing high levels of attainment. In the summer of 2023, Mercia School achieved 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 and the first set of results in 2025 were the highest of any state school in Sheffield.

The role

Due to Mercia School's current headteacher taking up a new post within our trust, we are looking for a new leader who has experience of working in high performing schools. Ultimately, this individual will have the drive and skill to keep Mercia School as one of the best schools nationally, maintaining the successful model that has already been created.

The successful candidate will be supported by our trust leadership team to implement strategies with fidelity and rigour.

Job description

Purpose

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

Key responsibilities

Values

- Work with the governing body, chief executive officer, executive director of secondary standards and other key stakeholders to ensure the school's vision and values are clearly articulated, shared, understood and acted upon effectively by all.
- Motivate and work with others to create a shared culture and positive environment.
- Ensure that systems and processes are well considered, efficient and fit for purpose in order to uphold transparency, integrity and probity.
- Behave with integrity and treat people fairly, equitably and with dignity and respect to create and maintain a healthy culture.

High expectations

- Lead excellent learning and teaching in the school, targeting sector leading outcomes, especially for the most vulnerable.
- Evaluate school performance and identify priorities for continuous improvement, ensuring strategic planning takes account of the diversity, values and experience of the school and community.
- Promote excellence, equality and set high expectations for all pupils and staff.
- Implement strategies that maintain high standards of behaviour and attendance.
- Ensure that the curriculum is at the centre of strategic planning and resource management.
- Develop policies and practices that take account of national and local circumstances, policies and initiatives.
- Maintain a consistent and continuous focus on pupils' achievement and attainment, making sure that assessment for learning is good throughout the school and that all teachers use data effectively.
- Develop and present a coherent and accurate account of the school's performance to a range of audiences, including governors, parents and carers.

Staff development

- Develop and implement an organisational structure that reflects our trust's mission and values.
- Recruit, retain and deploy staff appropriately and assist in managing their workload to achieve the school's vision and goals.
- Ensure individual and collaborative team accountabilities are clearly defined, understood and subject to rigorous review.
- Support staff to keep getting better through leading a continuous cycle of positive interactions based on caring personally, interacting with humility and respect, but not avoiding challenge. Individuals should feel known, that their job matters and be able to gauge their own progress and level of contribution.
- Challenge underperformance at all levels with effective corrective action, whilst also acknowledging and celebrating the achievements of individuals and teams.
- Regularly review own practice and take responsibility for own personal development.
- Manage own workload and that of others to allow an appropriate work/life balance.

Community

- Secure the commitment of the wider community and other stakeholders by engaging them and strengthening relationships.
- Lead an effective partnership with families to support and improve pupils' achievement and personal development.
- Co-operate and work with relevant agencies to protect children.

Operations

- Carry out day-to-day management, organisation and administration of the school.
- Manage the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
- Manage the school's financial resources effectively and efficiently to achieve the school's educational goals and priorities.
- Deploy resources effectively to achieve the school's aims and targets.

General duties

- Attend, contribute and participate in relevant meetings, training and events as required.
- Develop professional, constructive relationships with other agencies, schools and professionals.
- 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 the 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 and comply with the codes of conduct, regulations and policies of the school and its commitment to equal opportunities.
- Any other delegated roles as directed by the headteacher.

This job description is based on the Department for Education (DfE), the National Standards for Headteachers. It is not necessarily a comprehensive definition of the post and will be reviewed annually.

The headteacher is accountable to the chief executive officer, trustees and governors for the standards achieved and the conduct, management, and administration of the school, subject to any policies that the DfE may make.

Person Specification

Role: Headteacher

Attributes	Essential	Desirable	Assessment
Qualifications	<ul style="list-style-type: none"> • Qualified teacher status • Honours degree • Relevant and continuing CPD 	<ul style="list-style-type: none"> • NPQH • Other relevant CPD (e.g. MBA/NPQEL) 	<ul style="list-style-type: none"> • Application • Certification
Skills and experience	<ul style="list-style-type: none"> • Successful experience as a senior leader • Highly-effective teacher • Experience of leading change 	<ul style="list-style-type: none"> • Experience of leadership in more than one school • Being part of a leadership team in an Ofsted inspection 	<ul style="list-style-type: none"> • Application • Interview • References
Values and commitment	<ul style="list-style-type: none"> • Commitment to the mission, moral purpose, and vision of our trust • Evidence of a commitment to inclusion and equal opportunities for all pupils in the school, including British values 		<ul style="list-style-type: none"> • Application • Interview • References
Governance, accountability, and compliance	<ul style="list-style-type: none"> • Clear understanding of working effectively with the governing body • Proven record of being transparent, approachable, and accountable to parents/carers, governors, relevant external bodies and the local community • Knowledge of legal requirements for schools • Commitment to and understanding of child protection matters, safeguarding legislation and practice to promote the physical and emotional health and wellbeing of children 	<ul style="list-style-type: none"> • Understanding of governance within a multi academy trust • Undertaken the role of designated or deputy designated safeguarding lead 	<ul style="list-style-type: none"> • Application • Interview • References
Leading, managing and developing people and the organisation	<ul style="list-style-type: none"> • Experience of successful implementation of strategies to secure exceptional school effectiveness across all areas • Proven ability to lead and inspire • Effective communication skills, with experience of managing a variety of audiences and media • Ability to lead and direct professional practice 	<ul style="list-style-type: none"> • The ability to work in partnership with other schools and organisations 	<ul style="list-style-type: none"> • Application • Interview • References
Leading the curriculum (teaching, learning & assessment)	<ul style="list-style-type: none"> • Experience of how to raise achievement across the school, including data analysis • Lead a consistently high standard of teaching through assessment, monitoring and support 		<ul style="list-style-type: none"> • Application • Interview • References
Personal attributes	<ul style="list-style-type: none"> • Approachable and enthusiastic • Evidence of resilience, energy, enterprise and passion, treating challenges as opportunities • Able to adapt to changing circumstances • Evidence of strong reflection and learning • Able to exercise creativity and emotional intelligence in leadership • Ability to work under pressure and prioritise effectively 		<ul style="list-style-type: none"> • Application • Interview • References

Recruitment event

There will be a recruitment event at 4pm on Wednesday 11 March 2026. It will be held at the school and will give potential candidates an opportunity to look around the school and meet the team.

If you would like to attend this event, please email recruitment@merciatrust.co.uk to register.

How to apply

All candidates must complete the following application process:

- Submit an application form [here](#).
- 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

Visit [here](#) 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 349 4230 or for more information about the application process, please email recruitment@merciatrust.co.uk.

The closing date for applications is 8am Friday 20 March 2026.

Interviews are expected to take place in the week commencing 23 March 2026.

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 2025, 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. Alternatively, please give details on a separate sheet and return with your application form.