

Assistant Headteacher and SENDCO

Location	Newfield School (Sheffield)
Salary	L11 - 16 £63,815 - £72,162
Contract term	Full time, 1.0FTE, permanent
Responsible to	Headteacher
Start date	September 2025
Closing date	Midnight Monday 5 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.

Newfield School

Newfield School is a mainstream secondary school for children aged 11-16. It is situated in Sheffield, South Yorkshire, with approximately 1050 pupils on roll. Drawing from a wide catchment, the school offers a truly comprehensive experience.

Newfield School strives to provide all pupils, no matter their background or starting point, an academic curriculum that allows them to excel and thrive when they leave. We are committed to the most vulnerable pupils, and we are recruiting those who believe that high standards and expectations are necessary to lead pupils towards success.

We passionately believe in the need for a warm/strict approach as the bedrock of any success for pupils. Clarity and consistency are paramount for both pupils and staff as we work together to achieve our shared aspirations. Our pedagogical approach is clearly defined, emphasising direct instruction, the use of visualisers and high-level questioning to enhance learning. While we have established a strong level of consistency that supports pupil progress, we continually strive for excellence. We are seeking dedicated professionals who can help us build on this foundation and drive our ambitions forward.

The role

The SENDCO role at Newfield School is central to our success as a school. We are looking for someone who can support pupils in their academic studies and offer effective approaches to interventions. Leading a dedicated team of professionals, this is an exciting opportunity to contribute to the outcomes of all. We want someone who will champion the SEND cohort and ensure teaching and learning is effective. Working with parents and staff, the role requires someone with a high level of organisation, a passionate teacher and someone who can successfully implement strategies to support the attainment of our pupils.

The candidate

The ideal applicant will be a strong classroom teacher, who can lead the practice and approaches towards SEND in school. Teaching and learning must be a strength and a passion for the outcomes of pupils is essential. Taking or undertaking the SENDCO qualification is desirable. Being abreast of current research regarding best practice is advantageous.



Job description

Purpose

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

Key responsibilities

- Support the day-to-day management of the school and be a highly visible, consistent and supportive presence in and around the school; serve the staff and pupils.
- Communicate the school's vision compellingly and support strategic leadership.
- Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils.
- Lead and manage the provision for pupils with Special Educational Needs and Disabilities (SEND) within the school.
- Lead the day-to-day operation and implementation of the school's SEND policy including the identification and assessment of pupils with SEND, and maintain the SEND register.
- Lead the implementation of Education, Health and Care Plans (EHCPs), including all meeting all statutory expectations.
- Develop and implement effective strategies to support pupils with SEND, ensuring they have access to a broad and balanced curriculum.
- Support the implementation of consistent high-quality teaching in every subject, by every teacher to every child (especially the most vulnerable) every day.
- Implement and model strategies that secure high standards of teaching, pupil behaviour and attendance for all pupils, but especially the most vulnerable.
- Advise on the deployment of the school's delegated budget and other resources to meet pupils' needs effectively.
- Ensure up-to-date knowledge of national and local initiatives which may impact upon policy and practice.
- Work with the headteacher to ensure the school meets its responsibilities under the Equality Act (2010) with regard to reasonable adjustments and access arrangements.
- Ensure that the school keeps the records of all pupils with SEND up to date.
- Monitor the progress and attainment of pupils with SEND, using data to inform planning and interventions.
- Provide professional guidance to colleagues, working closely with staff and parents to ensure the best outcomes for pupils.
- Advise on the graduated approach to providing SEND support.
- Liaise with potential next providers of education to ensure a pupil and their parents are informed about options and a smooth transition is planned.
- Work closely with staff, parents, and external agencies to ensure the needs of pupils with SEND are met.
- Be a key point of contact with external agencies, especially the local authority and its support services.
- Line manage staff within the SEND Team, including teaching assistants and administrative support staff linked to SEND.

General/other

- 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 Newfield 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 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: Assistant Headteacher/SEND CO

Attributes	Essential	Desirable	Assessment
Qualifications and training	<ul style="list-style-type: none"> • A good honours degree • UK Qualified Teacher Status • Evidence of recent and relevant professional development • National SENCO Award or willingness to undertake • Recent safeguarding training 	<ul style="list-style-type: none"> • A relevant post graduate qualification or status (i.e. specialist leader of Education (SLE)) relevant to the role • Safer recruitment training 	<ul style="list-style-type: none"> • Application • Interview • References
Skills and knowledge	<ul style="list-style-type: none"> • Research informed best practice that underpins curriculum design and construction • Pedagogical approaches to secure high quality teaching and strong pupil learning • Quality assurance to measure the impact of curriculum • Approaches to coaching/mentoring and CPD for teachers to secure improvement • Using data to identify issues and monitor the impact of the curriculum • Visible and 'hands-on' approaches to leadership • Ability to establish and maintain appropriate relationships with all pupils, and model this to others • Multi agency work and experiences of building and maintaining team 	<ul style="list-style-type: none"> • Ofsted inspection experience • Collaboration between schools (secondary to secondary and/or primary to secondary) 	<ul style="list-style-type: none"> • Application • Interview • References
Experience	<ul style="list-style-type: none"> • At least 5 years of teaching experience • Senior leadership experience in key aspects of the quality of education • Managing change across an area or whole-school • Developing and maintaining a consistent school culture 	<ul style="list-style-type: none"> • Successful teaching in one or more key stages • Successful teaching and / or leadership in a school with significant levels of disadvantage • Successful senior leadership of all aspects of quality of education 	<ul style="list-style-type: none"> • Application • Interview • References
Personal qualities	<ul style="list-style-type: none"> • Clear understanding of working effectively with the leadership team • Proven record of being transparent, approachable, and accountable • High expectations which motivate and challenge pupils • Ability to receive and act on feedback • Strong attention to detail • Aligned to values of our trust and schools 		<ul style="list-style-type: none"> • Application • Interview • References

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 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 2557331 or rcressey@newfield.sheffield.sch.uk
 - For more information about the application process, please email recruitment@merciatrust.co.uk

The closing date for applications is midnight **Monday 5 May 2025**.

Interviews to be held on Monday 12 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.