



Recruitment Pack

Deputy Headteacher

L17 – 21 (£57,810 to £63,147)



RECRUITMENT INFORMATION PACK

Contents

Headteacher's Welcome	3
Introduction to Newfield School	4-7
The Application Process	8
Job Advertisement	9
Covering Letter from the Headteacher	10-11
Job Description	12-15
Person Specification	16-17



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 post of Deputy Headteacher.

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.

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 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 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.

Deputy Headteacher

L17 - 21

£57,810 to £63,147

Commencement Date: 1 January 2018

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

You will be passionate about your subject and keen to continue to teach your specialism, delivering truly excellent learning experiences for Newfield children.

As Deputy 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.

Informal visits are available. Please contact Claire Hogg, Headteacher's PA, on 0114 255 7331 extension 1013 or at chogg@newfield.sheffield.sch.uk.

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.newfield.sheffield.sch.uk

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

Closing date: **Monday 3 July 2017**

Interviews will take place on: **Wednesday 12 and Thursday 13 July 2017**

If you have not heard from us by Friday 7 July 2017, then please assume that on this occasion your application has been unsuccessful.



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

Deputy Headteacher
L17 – 21 (£57,810 to £63,147)

Thank you for your interest in this new and pivotal role at Newfield School. As one of the Co-Headteachers moves within the Mercia Learning Trust to lead the Mercia School, the Governors and I are now looking to appoint a talented Deputy Headteacher to join a highly skilled and dedicated senior leadership team. You will be a first class teacher and inspirational leader as well as being ambitious for Headship in the future.

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.

I am passionate about enabling all students the very best start in life. Great teachers make a difference. Great leaders enable teachers to do this. 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.

I am looking for a colleague who shares my ambition for the school and the Trust, someone who has vision and creativity and can make strategic decisions a reality, someone who will challenge my thinking and that of the leaders of the school, someone who can communicate well and quickly develop positive relationships and of course someone who has our students at the heart of all they do. If you can do this, you will quickly be ready for your own Headship in the next few years.

If this excites you and you believe you have the necessary skills for this role, I would welcome your interest and application. The final job description will be tailored to your skills, experience and development needs. If you would like a conversation or visit prior to application, please contact my PA, Claire Hogg on 0114 255 7331 extension 1013 or chogg@newfield.sheffield.sch.uk to arrange this.

I look forward to meeting you.

Yours faithfully

A handwritten signature in dark ink, appearing to read 'E Anderson', written in a cursive style.

Mrs E Anderson
Headteacher

Job Description

Post Title: Deputy Headteacher
Scale: L17 - 21
Responsible to: Headteacher

PURPOSE OF THE POST:

- To deliver the vision for Newfield 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 Newfield Teaching and Learning policies
- To lead rigorous QA systems and create CPD to ensure the learning experience is inspirational
- 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 ensure that the school is fully staffed and to be proactive in recruitment
- To develop students' character so they have good mental well-being 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 Newfield School is innovative whilst staying true to its core values

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.

The Job Description should be read alongside the range of professional duties of Teachers as set out in the Teachers' Pay and Conditions Document. The post holder will be expected to undertake duties in line with the professional standards for qualified teachers and uphold the professional code of the National College for Teaching and Leadership.

AREAS OF RESPONSIBILITY:

Strategic Planning

- To work courageously with the Leadership Team 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 plan effective CPD so all staff at all levels maintain excellence and develop their craft
- To induct new staff and newly qualified staff so that they become excellent
- To create excellent partnerships and networks so that Newfield 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 work with the Headteacher on ensuring full staffing throughout the year
- To deputise for the Headteacher and to act as a 'critical friend' and innovator
- 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 work with the Senior Leadership Team to monitor and evaluate data and reporting processes
- To work with the Senior Leadership Team to ensure the curriculum is fit for purpose and meets the needs of our students
- 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 ensure that appropriately qualified staff are appointed, both teaching and support staff
- To assist the Headteacher in maintaining the climate for learning using consistent policies

Management of Information

- To lead and create, in close consultation with the Headteacher and Leadership Team, 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 participate in the interview process for all posts when required
- 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 a unrivalled talent list
- To lead the creation of the school newsletter

Management of Resources

- To work with 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 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 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
- 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	
Thorough knowledge and understanding of excellent teaching and learning	A, I
Thorough knowledge and understanding of a knowledge based curriculum	A, I
Ability to generate, organise and analyse data in order to raise standards	A, As
Thorough knowledge and understanding of assessment	A, I
Ability to have a positive impact on student outcomes	A, I, R
Ability to implement monitoring and evaluation strategies	A, R
Ability to develop and implement policies	A, I, R
Excellent interpersonal and communication skills	A, I
Good ICT skills	A
Efficient and capable administrative skills	A
Headship potential and aspiration	A, I, As, R
Ability to communicate with all stakeholders, possessing excellent use of the English language, both spoken and written	A, As, R
Experience	
Demonstrate excellence in the classroom in secondary schools	A, I, R
Leadership and management as part of a Senior Leadership Team	A
Successful leadership of whole school developments	A, I, R
Developing staff effectively to improve the quality of education provided	A, R
Evidence of effective leadership of teaching and learning	A, R
Evidence of leadership of curriculum planning and development	A, R
Evidence of innovation and creativity	A, R
Evidence of leadership of aspects of whole school CPD	A, R
Evidence of effective use of data to raise standards	A
Evidence of having courageous conversations and challenging mediocrity	A, I, R
Education/Training/Qualifications	
Graduate status with QTS	A
Evidence of further relevant professional/leadership development	A
Further professional qualifications - desirable	A
Personal Qualities	
A presence which inspires confidence	A, I, R
Creativity and enthusiasm	A, I, R
The ability to motivate others	A, R
Excellent judgement and integrity	A, R
Ability to develop and maintain excellent working relationships with all members of the school community	A, R
High standards and expectations of self and others	A, R
A clear vision for and commitment to comprehensive education	A, As, R
The ability to work well under pressure, to work flexibly, using a variety of leadership styles successfully	A, I, R

Possess high levels of emotional intelligence	A, I, As, R
To be a team player, bringing synergy and energy to the senior team	A, I, As, R
A strong commitment to inclusion, equality, diversity and to overcoming barriers to learning and achievement	A, R
Good health, stamina, resilience and a sense of humour	A, I, R
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	

Key: A – Application, I – Interview, As – Assessment, R - References