January 2019

RE : Assistant Headteacher

TERMS : Full time and permanent. Leadership scale 10 to 14.

Dear Sir or Madam,

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

Mayfield School is undergoing a period of expansion from a 1000 place secondary school to a 1480 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:

*“A comprehensive staff training programme has been the key driver in improving teaching in classrooms over the last two years”;*

*“The behaviour of pupils is good. The school runs smoothly on a day to day basis with a clear code of conduct”;*

*“Across the school, pupils benefit from positive relationships with their teachers”.*

Most recently, Mayfield has been successful in its 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 2019 and the new, £30+ million, building will be handed over in September 2021.

We are now looking to appoint an additional Assistant Headteacher who will also act as the Director of Learning (DOL) for Modern Foreign Languages across the school. As an ‘all through’ school we are committed to ensuring that every pupil in our Primary section has access to high quality specialist Spanish teaching so that by the end of KS2 they have a solid vocabulary and basic grammar skills which will support them in their KS3 and 4 studies. We introduce French as our second language from KS3. The person appointed will likely be a successful Head of Languages and be looking to take their first step into Senior Leadership within an ‘all through’ setting.

To apply for this post, please complete an application and include a letter to the Headteacher detailing:

* How do your experiences to date make you the right person for this post? (Max. 500 words);
* What is your vision for language learning within an ‘all through’ school? Outline the key steps you would take to realise this vision in your first two years. (Max. 1000 words).

Application forms can be found on the school’s website and all documents should be sent via email to Mrs. Lynne Hollis, PA to the Headteacher, on [hollis@mayfield.portsmouth.sch.uk](mailto:hollis@mayfield.portsmouth.sch.uk) by 4:00pm on Friday 22nd February 2019. We welcome and encourage visits to our school to find out more about this post.

Thank you for taking the time to find out the exciting changes taking place at our school.

Best wishes,



Mr. David Jeapes - Headteacher