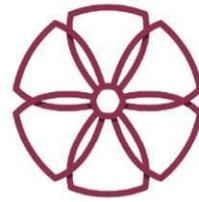




King
Ecgbert
School



Mercia
Learning Trust



**Senior Assistant Headteacher
Safeguarding, Inclusion and Transition
(DSL).**

**Open to primary or secondary qualified teachers
Commencing September 2021
(ISR Range 13-17)**

Recruitment Pack

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THE MERCIA LEARNING TRUST

The Mercia Learning Trust, established in January 2014, currently comprises: King Egbert School, Newfield School, Mercia School, Totle Primary School, Valley Park Community Primary School and The 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 the 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 well-being 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 our website: <http://www.merciatrust.co.uk>

**Thank you for your interest in Mercia Learning Trust,
Mr Philip Smith, Director of Mercia Learning Trust & Chair of MLT Board**





King
Egbert
School

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Headteacher: Mr Paul Haigh
Chair of Governors: Mrs Karen Milbourn

Letter from the Headteacher

Dear Applicant

King Egbert School is seeking an outstanding Senior Assistant Headteacher with a focus on Safeguarding, Inclusion and Transition to join our Senior Leadership Team. The role would commence September 2021.

The school is exceptionally strong- rated outstanding by Ofsted, has academic results that are consistently 'well above average'. This is a truly comprehensive school with 20% of students disadvantaged, 30% EAL and 40% from BAME communities but also serving a highly affluent suburb. The school leadership is motivated by social mobility, inclusiveness and a focus on vulnerable learners. The school is proud to offer one of Sheffield's Integrated Resources for children on the ASC spectrum. The sixth form is highly regarded for its record, not just of helping students access top Russell Group and Oxbridge Universities but also enabling students to be the first in their families to access Higher Education.

The school is proud to be at the heart of the Mercia Learning Trust that started with King Egbert School and now comprises 6 schools both primary and secondary across the south west of Sheffield. The Trust is led by its CEO, Chris French and all the schools benefit from an expert central services team.

The school is principally as strong as it is because highly qualified teachers teach excellent lessons with high expectations of all students in terms of attendance, behaviour, attitude and character. The teaching team are backed up by an exceptional team of support staff who are experts in their field. When we make appointments we are looking to strengthen an outstanding team; working in such a high achieving school is demanding but the camaraderie of working together to achieve excellence makes it a very rewarding place to work. The school is committed to staff development and supporting the career progression of the ambitious and talented.

The school was awarded the World Class Schools Quality Mark in 2017 and reaccredited in 2020 – the first school in the region to be nominated for and successfully achieve this accolade. This award enables the school to access a peer group of elite schools nationally.

We look forward to receiving your application.

Paul Haigh
Headteacher
King Egbert School

Advert

Senior Assistant Headteacher 1FTE

Commencement Date: September 2021

Salary: ISR 13-17 currently £56,721-£62,570

The Governors of King Egbert School are seeking to appoint a 1FTE Senior Assistant Headteacher in this outstanding, system leading school at the heart of the Mercia Learning Trust.

We are delighted to offer the opportunity for a highly skilled and talented individual to join our Senior Leadership Team. At King Egbert School, we believe in and promote our **ERA** values:

Academic Excellence for all

Showing **R**espect at all times

Having high **A**spirations and personal goals that go beyond our time in school

We are committed to providing outstanding education for all in a safe, happy and positive learning environment. *This role will be key in further developing our inclusive ethos and practice and ensuring that this underpins everything that we do.*

We are looking for a leader with significant experience and a deep understanding of the areas of inclusion and safeguarding in a primary or secondary school environment. You will be ambitious, enthusiastic, knowledgeable and ready to contribute to the school's continuous improvement and ethos as part of the Senior Leadership Team, as well as developing as an exceptional senior leader.

Areas of responsibility for this post will include:

Working as the Designated Safeguarding Lead in school, along with a team of safeguarding staff to ensure the health, safety, protection and wellbeing of all students including responsibility for CLA.

Working with highly committed professionals in our Integrated Resource and SEN teams along with our experienced SENCO and IR Coordinator to ensure the progress of all students and fully inclusive, outstanding SEND.

Leading on a programme of statutory and developmental training for staff with regards SEND, ASC and safeguarding obligations.

Ensure the social, emotional and educational needs are met for all students, including working as Mental Health Lead for the school.

Alongside the Year Manager, ensuring the successful transition of students entering school in Year 7, through a carefully planned programme of events, and providing support as senior link to the cohort throughout their time in Year 7.

A small teaching load – for primary colleagues this is likely to relate to KS3 vulnerable learners in literacy, numeracy or PHSE. Secondary colleagues any subject background are welcome to apply.

The Mercia Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all of 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.

Closing date for applications is: Midnight on Sunday 18 April

Interviews are provisionally scheduled for week commencing 26 April 2021



Mercia
Learning Trust

JOB DESCRIPTION

MERCIA LEARNING TRUST IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE AND EXPECTS ALL STAFF AND VOLUNTEERS TO SHARE THIS COMMITMENT

SCHOOL	KING ECBERT
POST TITLE	SENIOR ASSISTANT HEADTEACHER
SALARY RANGE	ISR RANGE 13-17
RESPONSIBLE TO	HEADTEACHER

PURPOSE OF THE POST

The Assistant Headteacher, under the direction of the Headteacher, will take a role in:

- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards the achievement of the school's aims and objectives.

The Assistant Headteacher will also have a teaching commitment, complying with the teachers' standards and modelling best practice for others.

To be met 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 and the professional standards for teachers. The job description is based on the National Standards for Headteachers as defined by the DfE.

KEY RESPONSIBILITIES

- **Designated Safeguarding Lead**
Working as the Designated Safeguarding Lead in school, along with a team of safeguarding staff to ensure the health, safety, protection and wellbeing of all students including responsibility for CLA.
- **Oversight of the Integrated Resource and SEN functions within school**
Working with highly committed professionals in our Integrated Resource and SEN teams along with our experienced SENCO to ensure the progress of all students and fully inclusive, outstanding SEND.
- **Staff training and monitoring of compliance including involvement in new staff induction**
Leading on a programme of statutory and developmental training for staff with regards SEND, ASC and safeguarding obligations.
- **Lead on transition of students into Year 7 and senior link to the Year 7 cohort**
Alongside the Year Manager, ensuring the successful transition of students entering school in Year 7, through a carefully planned programme of events, and providing support as senior link to the cohort throughout their time in Year 7.
- **Promotion of a child or young person's equality, diversity, rights and responsibilities**
- **Lead on case review procedures**

Strategic Direction

Under the direction of the Headteacher or Deputy Headteacher:

- Support the Headteacher and Deputy Headteacher in the day-to-day management of the school
- Communicate the school's vision compellingly and support the Headteacher's strategic leadership
- Lead by example, focusing on providing excellent education for all pupils
- Lead on particular whole-school strategies and policy areas
- Build positive relationships with members of the school community

- Keep up to date with developments in education
- Seek training and continuing professional development to meet own needs
- Be aware of local, national and global trends
- Be able to build, communicate and implement the shared vision
- Be aware of new technologies, use and impact
- Be able to lead change
- Be creative with innovative skills

Quality of Teaching – Under the direction of the Headteacher or Deputy Headteacher:

- Provide an example of 'excellence' as a leading classroom practitioner and inspire and motivate other staff
- Work with the Senior Leadership Team to sustain high expectations and excellent practice in teaching and learning throughout the school
- Monitor and evaluate the quality of teaching and learning as part of responsibilities associated with curriculum development and set targets for improvement within a particular key stage
- Monitor and evaluate student progress and achievement through effective systems of assessment, recording and reporting within a particular key stage
- Maintain an overview of inclusive links with other educational establishments and collaborative community links in relation to a particular key stage
- Keep abreast of new and emerging technologies to support quality teaching and learning, responding to any developments and initiatives as appropriate
- Monitoring and evaluating the quality of teaching and standards of pupil's achievement and set targets for raising attainment and achieving excellence
- Ensure robust evaluation of school performance, progress data and actions to secure improvement comparable to, and better, than national standards
- Take a lead role in ensuring that all pupils make sound progress from their starting points in terms of their learning, behaviour, attendance and personal well-being
- Leading and supporting subject leaders so that the curriculum is exciting and challenging and meets the needs and interests of our pupils

Leading and Managing Staff – Under the direction of the Headteacher or Deputy Headteacher:

- Assist with the selection and recruitment of new teaching staff
- Performance manage middle leaders, including carrying out appraisals, providing professional development opportunities, and holding staff to account to their performance
- Create an ethos within which their direct reports are motivated and supported to develop their skills and knowledge
- Assist with the creation and implementation of school policies

ACCOUNTABILITY

- Attend Senior Leadership Team Meetings and termly meetings of the Full Governing Body when required to provide information and advice regarding specific areas of responsibility
- Support in the development of and present a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers and Ofsted

- Reflect on personal contribution to school achievements and take account of feedback from Others

- Fulfill all commitments arising from contractual accountability

A great deal of the information and work dealt with is, of necessity, confidential, and it is important that none of this information is disclosed to any unauthorised person, and that is dealt with discreetly and with integrity.

WORKING ENVIRONMENT AND CONDITIONS OF THE POST

- Due to the routine of the schools and the terms and conditions of the sector, the workload may not be evenly spread throughout the year.

- The post may be required to travel and work within any school in the Mercia Learning Trust.

GENERAL DUTIES

- To contribute to whole school events as and when required.

- To ensure accurate records are securely maintained and held in accordance with General Data Protection Regulations (GDPR)/Data Protection Act 2018.

- Be aware of and support diversity, ensuring equal opportunities for all.

- Develop professional, constructive relationships with other agencies, schools and professionals.

- Participate in meetings, training and performance development as necessary.

- Recognise own strengths and areas of expertise using these to advise and support others.

- Be willing to undertake training and professional development as required of the post.

- Any other duties and responsibilities appropriate to the grade and role.

PROMOTION OF TRUST VALUES

- To contribute to the overall development of Mercia Learning Trust to ensure the Trust operates on the basis of shared and collective responsibility.

- To contribute to the overall ethos, work and aims of Mercia Learning Trust.

- To support and contribute to the Trust's commitment to safeguarding all students. 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.

- To be aware of the school's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To be aware of and comply with the codes of conduct, regulations and policies of the School and its commitment to equal opportunities.
- All the above duties and responsibilities to be carried out in accordance with policies adopted by the School Governing Body and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher/CEO to reflect or anticipate changes in the post commensurate with the grade or job title.

Issue Date: March 2021

The post holder must at all times carry out his/her responsibilities within the spirit of School policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to statutory responsibilities of the Governing Bodies of Schools.



Mercia
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PERSON SPECIFICATION

Post Title:	Senior Assistant Headteacher *This post is a designated customer facing role under the fluency duty and requires a specified level of spoken English in the person specification
Grade:	ISR Range L13-17
Responsible to:	Headteacher
Responsible for:	Teaching and Support Staff of the School

SPECIFICATION	ESSENTIAL	DESIRABLE
Qualifications/ Training	Degree Teaching Qualifications DSL trained (by September 2021)	Higher qualification in education and/or management SENCO or other related SEN qualification
Experience	Good/outstanding classroom teacher with high expectations and aspirations for our students' achievement and behaviour Effective system leader with a clear understanding of process, with experience in either a primary or secondary school setting Proven track record in raising standards and supporting student achievement Proven leadership skills and ability to motivate and inspire others	Experience of leading on a CPD or similar programme to enhance the quality of teaching and promote the sharing of best practice.

	Clear commitment to continuous school improvement	
Knowledge/Skills (Ability to)	<p>*The ability to converse at ease with members of the public and students and provide advice in accurate spoken English is essential to this role</p> <p>An excellent communicator with strong interpersonal skills</p> <p>Up to date knowledge of emerging issues in school leadership</p>	
Personal Qualities	<p>Must be able to show evidence of an alignment with the values of the Mercia Learning Trust both in words and behaviours</p> <p>To be able to manage information about students of a sensitive and potentially upsetting nature</p> <p>To be able to support pastoral colleagues emotional wellbeing in reference to sensitive and potentially upsetting case information</p> <p>To be reliable, have the ability to work hard and be an effective team player</p> <p>Be able to manage a demanding workload, meet deadlines and give freely of your time</p> <p>The ability to 'switch off' outside of work</p> <p>A long term strategic planner</p> <p>A good sense of humour</p> <p>Attention to detail</p>	

The Application Process

All details, including the Job Advert, Application Form, Job Description and Person Specification can be found within this pack or on our school website; www.ecgbert.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/out of hours visit, please contact us on 0114 235 3855 or email fevans2@ecgbert.sheffield.sch.uk

To apply, please email your completed application to recruitment@merciatrust.co.uk or send it by post to:

Abi Eaton
Mercia Learning Trust
79 Glen Road
Sheffield
S7 1RB

Please note that we do not accept CVs - 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.

All applications that have been submitted electronically will receive an email confirming receipt.

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.

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. 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.