



'Let us be United by Knowledge'



Teaching Fellow Information Pack



‘Let us be United by Knowledge’

Please find enclosed:

- Letter from the Headteacher
- Reasons to join Mercia School
- The Role
- Job Description
- Person Specification
- Mercia Learning Trust
- How to Apply





Dear Applicant,

Thank you for your interest in our vacancy for a Teaching Fellow. This is a unique opportunity for an able, committed, and ambitious professional to join our exceptional school and support us on the next phase of our exciting journey.

Mercia School opened in September 2018 and has grown incrementally each year since then. It now has pupils in years 7-11, will publish its first GCSE results this summer and will open its Collegiate Sixth Form in September 2023.

The school has secured a strong reputation for educational excellence. It has been the most over-subscribed school in the city during the last three years. In February 2023 Ofsted inspected the school and graded all aspects of provision and its overall effectiveness to be outstanding.

As we continue to grow, it is crucial that we sustain our culture and effectiveness, and this role is central to our continued success.

What is Mercia School like?

Mercia is a traditional school, with aspects of its approach and practice like other highly effective schools across the country. We believe in the following:

1. All pupils deserve an exceptional education.
2. Extremely high and explicit expectations of everyone.
3. Consistency and predictability.
4. A longer school day, family lunch and silent corridors.
5. Exemplary pupil conduct and behaviour.
6. Delivery of an ambitious, carefully considered, skilfully sequenced knowledge-rich curriculum, expertly delivered by teachers to all pupils.
7. A coherent and fully accessible enrichment offer for all pupils.
8. The development of character so that pupils are kind and work hard every day.
9. Exceptional pupil outcomes and the development of pupils as rounded and ambitious citizens.
10. Education as the vehicle to drive social mobility.

Our school is a warm and welcoming place where all pupils feel happy and safe and can flourish. Staff are free to teach without distraction and deliver exceptional lessons, and leaders focus persistently on what matters.

Our aim is to provide all pupils, no matter what their background or starting point, with a rich, coherent, and demanding education, facilitated by a longer school day. This ultimately equips and inspires them to progress to university or a high-quality alternative. We care about every pupil and want the absolute best for them. We wish to recruit, develop, and retain the best staff, who want to support pupils in their quest for academia

Mr Dean F Webster

Headteacher



Reasons to join Mercia School:

1. **Outstanding School** - Mercia is one of a small number of schools that is graded as outstanding. You will have access to sector-leading practice.
2. **Team** - You will join an ambitious, talented and positive team of leaders and staff.
3. **Support** - Leaders and teachers have fantastic initial and on-going support to fulfil their roles. Senior Leaders work hard to support teachers and ensure their time is protected.
4. **Exceptional behaviour** - Pupils at Mercia behave impeccably. We believe teachers should be able to teach and pupils should have an appetite to learn. Our centralised and consistent behaviour systems improve wellbeing for all.
5. **Workload** - We remove all unnecessary tasks that take time away from supporting pupil learning. We have reduced data and administration tasks. Teachers have lower contact ratios compared to most schools, so they have more time to prepare great lessons. Teacher time is focussed on teaching and supporting pupils throughout the day.
6. **Time** - We have a longer school day which is designed to support pupils and staff. Within this time all pupils receive great lessons, access a full enrichment programme and undertake homework in assisted 'self -study'. This is especially beneficial to disadvantaged pupils. All staff tasks, teaching, curriculum planning, CPD and meetings are timetabled within the school day or training days. Staff do not take work home to complete. Senior Leaders manage all other aspects of school.
7. **High retention** - Staff retention is high as staff are happy and proud of their school. They have a good work life balance and have a sense of belonging. We are all driven and motivated by our mission.
8. **Family dining** - Family dining is special. We all eat together as a family and collectively show gratitude to our community. Teachers are catered for free of charge.
9. **Enrichment** - Teachers teach and lead pupils in their areas of interest or expertise outside of the 'normal' curriculum. Teachers offer sport, STEM, music, drama, the arts and much more. Strong relationships are built and forged in these moments.
10. **Pupils and Parents** - Our pupils and parents are incredible and they offer us lots of support. The appointed leader will work hard to maintain strong relationships in our community.
11. **Mercia Learning Trust** - The school is part of the local and successful six school 2-18+ cross-phase partnership of Mercia Learning Trust (MLT). MLT is one of the most successful MATs in the region and you will enjoy the many benefits and advantages of being part of this.

Teaching Fellow



Start Date: 1st September 2023

Contract Term: Permanent

Contract Type: 37 hours per week, 52 weeks per year (negotiable)

Salary: Grade 5 (Currently £25,878 - £28,371 actual salary)

Mercia School (11-18) opened in 2018 in a brand-new purpose-built building. Leaders and governors have an ambitious vision for the school and are determined that all pupils, irrespective of background will thrive and achieve well.

The school has secured a strong reputation for educational excellence and has been the most over-subscribed school in the city during the last three years. In February 2023 Ofsted inspected the school and graded all aspects of provision and its overall effectiveness to be outstanding. It will publish its first GCSE results this summer and will open its Collegiate Sixth Form in September 2023.

As the school continues to grow, it is crucial that we sustain our culture and effectiveness, and this role is central to our continued success.

The role

We are in a position now where we are seeking talented individuals to support pupils as they undertake A Levels. We require a Sixth Form Teaching Fellow. The Teaching Fellow will lead our study room provision, support the academic work of scholars and build a thorough UCAS knowledge to assist scholars in their applications.

We want likeminded people to drive the ambitions of our scholars so they can access the best universities in the world.

What We are Looking For

An exceptional individual who wants to support scholars as they transition to A Level and beyond. As an aspirational Sixth Form, we would like to attract an academic individual who can support pupils in the following areas:

- ✓ Private Study
- ✓ Academic Subject Mentoring
- ✓ Russell Group Applications
- ✓ Higher Aspirations Mentoring
- ✓ Support with Entrance Exams/ Tests
- ✓ Small group study Leads
- ✓ Supervision of study

This is also a unique opportunity to join one of the best schools in the country and make a difference to the life chances of its pupils.

Could you be the person who helps pupils secure their ambitions? Contact us!

Website: www.merciaschool.com

Email to arrange a visit: enquiries@merciaschool.com

Job Description



Post Title:	Teaching Fellow Sixth Form
Salary:	Grade 5 (Currently £25,878 - £28,371), 52 weeks (negotiable)
Responsible to:	Head of Sixth Form
Responsible for:	N/A

The post holder must always carry out their responsibilities within the spirit of Mercia Learning Trust and School policies and within the legislative framework applicable to academies.

Purpose of the role:	<ul style="list-style-type: none"> • To complement the professional work of teachers by supervising pupils during self and collaborative study and supporting those who require additional support and guidance, so their academic and educational needs are met • To facilitate the efficient operation of the Sixth Form and support the Head of Sixth form with all administrative and financial matters • Support the ethos of high expectations across Mercia Collegiate Sixth Form • The Teaching Fellow has a visible presence in all areas of the school and will assist with any issues related to the wellbeing of the pupils in Sixth Form
Employment Duties	
Core Duties	<ul style="list-style-type: none"> • Supervise silent and collaborative study with sixth form pupils • Undertake daily supervisory duties to support the effective maintenance of school culture • Support the UCAS application process including the use of appropriate intervention where appropriate and liaising with external professionals • Develop and maintain knowledge on university courses and entry requirements • Offer advice and guidance to pupils for relevant UCAS courses • Liaise with university, employers and external providers to gain valuable knowledge on destination routes • Identify any barriers to learning and facilitate appropriate forms of mentoring support to overcome them i.e. one to one and group mentoring for pupils who need accelerated progress
Specific Duties	<ul style="list-style-type: none"> • Maintain registers including first day phone calls to absent students for whom there is no authorised absence information and questioning late students • To report poor behaviour and absence whilst supervising study sessions • To sign pupils in and out at times outside normal registration periods when necessary • Utilise manual and computerised record/information systems • To provide support, preparation and assistance for parents evenings, pupil results days and other events in the sixth form calendar • To provide support with the administration of UCAS applications

	<ul style="list-style-type: none"> • Manage the 16-19 Bursary Fund including promotion of the fund, management of the school's online bursary platform Bursary+ and monitoring and authorising the payments in liaison with the finance team • Ensure booking systems for resources and computers are efficient and accurate • With direction from the Head of Sixth Form, support pupils with completion of UCAS applications • With direction from the Head of Sixth Form, support individual and groups of pupils with study support • Ordering of consumable resources
<p>A great deal of the information and work dealt with is, of necessity, confidential, it is important that none of this information is disclosed to any unauthorised person and that is dealt with discreetly and with integrity.</p>	
<p>Working Environment and Conditions of the Post</p>	<ul style="list-style-type: none"> • In order to deliver the service effectively, a degree of flexibility is needed and the post holder may be required to attend evening and weekend meetings (time off in lieu in school holiday periods for work outside of working hours will be given for such events). • The post may be required to travel and work within any school in the Mercia Learning Trust.
<p>General / Other</p>	<ul style="list-style-type: none"> • 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.
<p>Trust values</p>	<ul style="list-style-type: none"> • 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 to reflect or anticipate changes in the post commensurate with the grade or job title.

Person Specification



Post Title:	Teaching Fellow Sixth Form
Salary:	5 (Currently £25,878 - £28,371 actual salary)
Hours/Weeks	37 hours / 52 weeks per year (negotiable)
Responsible to:	Head of Sixth Form
Responsible for:	Not applicable

Specification	Essential	Desirable	Evidence
Qualifications and Training	<ul style="list-style-type: none"> ▪ Graduate with at least a 2:1 degree 	<ul style="list-style-type: none"> ▪ Attended a Russell Group University 	Application
Skills and Knowledge	<ul style="list-style-type: none"> ▪ Accuracy and attention to detail ▪ Good IT skills with experience in the use of Microsoft Office ▪ Excellent administrative and organisational skills ▪ Ability to multi-task, work under pressure and meet deadlines ▪ Well-developed written and oral skills. ▪ Ability to work independently and as part of a team 		Application/Interview

	<ul style="list-style-type: none"> ▪ An excellent communicator with strong interpersonal skills ▪ Good organisational and time management skills ▪ The ability to maintain effective record keeping ▪ The ability to deal with sensitive information in a confidential manner 		
Experience	<ul style="list-style-type: none"> ▪ Accustomed to the University application process 	<ul style="list-style-type: none"> ▪ Previous experience of working with children ▪ Experience of working in a secondary school environment with pupils and staff ▪ Experience processing data using an MIS system including ensuring the accuracy of data, resolving discrepancies & maintaining records 	Application/Interview
Personal Qualities	<ul style="list-style-type: none"> ▪ Professional approach ▪ Confidence in your abilities to deal with problems as they arise in a professional manner ▪ Patience and ability to remain calm in busy and stressful situations ▪ To be reliable and adaptable, have the ability to work hard and be an effective team player – taking initiative, leading, supporting and inspiring the full range of stakeholders to achieve excellence 		Application/Interview

- Be able to manage a demanding workload, meet deadlines and give freely of your time
- Resilient and optimistic – having a relentless focus on achieving the best for young people and being prepared to develop creative strategies to achieve this
- The ability to work calmly and with patience, building positive relationships with pupils, parents and staff
- Empathy with young people facing barriers to their learning
- A positive interest in literacy development
- A good sense of humour
- Must be able to show evidence of an alignment with the values of Mercia Learning Trust both in words and behaviours
- Attention to detail



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What is Mercia Learning Trust?

The school is part of the local and successful six school 2-18+ cross-phase partnership of Mercia Learning Trust (MLT). MLT was formed in 2012 and has established itself as one of the most successful MATs in the region. Currently we support nearly 5000 pupils and employ over 650 staff.

Each school has its own unique identity. However, all share the same mission to ensure that *every child* receives an exceptional education. We know that this is a child's passport to a better future, and we take this responsibility very seriously.

What are the benefits of working for MLT

An opportunity to:

1. Work in an exceptional sector leading trust with six great and different schools.
2. Work alongside and in partnership with talented colleagues in other schools and different phases who have a wealth of best practice to share.
3. Support exceptionally ambitious, hardworking, and well-behaved pupils.
4. Receive rigorous induction and on-going, tailored coaching and exceptional professional development.
5. Accelerated career progression and opportunity.
6. Be supported by an exceptional central improvement team.
7. Be supported by an exceptional business management team who ensure all aspects of finance and business functions effectively operate each day.
8. Work in an exceptional learning environment which is maintained to an exceedingly high standard.
9. Work for an organisation that cares deeply about its staff, their development, progression, retention, and well-being.



How to apply



Details about the role can be found in the Information Pack alongside the application form. Information about the school (including videos from staff and children) and Trust can be found on our website www.merciatrust.co.uk. The recent Ofsted Inspection Report can be found [here](#).

Please contact the school directly if you wish to arrange a visit gdarlow@merciaschool.com

Completed applications should be submitted to the Central Recruitment team at recruitment@merciatrust.co.uk by 9am on Friday 11th August 2023.

Mercia School and Mercia Learning Trust are committed to safeguarding and promoting the welfare of pupils and expects all staff and volunteers to share this commitment. Successful candidates will need to undertake Enhanced Disclosure via the DBS and / or provide police checks from other countries, where appropriate.

Mercia Trust is an equal opportunities employer. We value our diverse workforce and aim to work together to make the most of our differences. We welcome applications from everyone. Under the Disability Confident Scheme, disabled applicants, who meet the essential criteria of this job, are guaranteed an interview.

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