



Headteacher

Contract Type	1.0 FTE	Start Date	Sept 2024
Contract Term	Permanent	Closing Date	Wednesday 17 April 2024
Salary	ISR L16-L22	Location	Norton Avenue, S14 1SL
Actual Salary	£68,400 - £79,112 (plus a recruitment bonus for the right candidate)		

The School

Woodlands is an exciting, inclusive, and effective two-form entry (2-11) Primary School, serving a vibrant and mixed community in southeast Sheffield. We are privileged to be responsible for a wonderful group of confident, curious, and enthusiastic children, who love their school and are passionate about being the best they can be.

Woodlands has a distinctive identity both in its local community and the wider city and is widely recognised to be very effective. In recent years it's gained an excellent reputation for its practice and positive culture and has a talented and exceptionally committed leadership and staff team. Graded as Good by Ofsted in 2022, it has continued to go from strength to strength ever since.

Our membership of the successful, forward-thinking, and growing 2-18+ Mercia Learning Trust has been a major factor in the rapid progress we've made in the past few years. The Trust couldn't be more supportive of our mission, and we know we can continue to rely on it in the future.

As a governing body, we know what effective practice and exceptional commitment look like, and we are ambitious to achieve even more for the children and the community we serve. Our next Headteacher will join us at a very important point in our journey and will lead the school through the next phase of its development. We are looking forward to meeting candidates with demonstrable energy, vision, and resilience, who will thrive in an environment with high levels of support and challenge.

The Role

Our outgoing Head leaves a wonderful legacy of strong culture, shared vision, and collaborative practice, so her successor will be building on very secure foundations. Our primary objective is to secure children's personal and academic success – not least helping them make the best possible transition to secondary school – so we want to develop even greater consistency and embed a culture of high expectations.

You'll be a highly skilled classroom practitioner, with a sophisticated and ambitious approach to curriculum development and the stamina to see your vision through. A demonstrably ethical leader, you'll model positive and collaborative behaviours at every turn. Exemplifying an open mindset, and a



skilled listener, you'll quickly build a high-trust, high-accountability culture which nurtures an innovative, 'what works' approach.

As the school's strategic leader, you'll direct and oversee a comprehensive school improvement programme that develops all aspects of school effectiveness and inclusion. This must be balanced with a highly visible style, and a sustained focus on the smooth management of the school's daily operations. Strong candidates will bring experience of managing complex development projects alongside other school priorities. It's essential that you can understand budgets, workforce planning and management, and system-level partnership working, and you must be an instinctive horizon-scanner, who can identify and adopt emerging good practice.

We're not dogmatic about your experience to date and would welcome interest from both strong candidates who are looking for their first Headship, or experienced Headteachers looking for a new challenge within a great trust. If you haven't yet led a school, you must have held extensive SLT responsibility and / or acted up for a period. Alongside your open, optimistic mindset and profound sense of moral purpose, you'll be an inspiring leader, who can both articulate and drive a strong culture of continuous self-improvement towards excellence. Emotional intelligence is essential, and you must have a track record of impact beyond the school gates. We are a professionally curious team, and you will share our deep interest in research and best practice – in particular, how to maintain our rapid trajectory of improvement.

The Candidate

Candidates will bring strong moral purpose and will share our profound belief that a high-quality education is the route to flourishing both for the individual child, and for the society they will grow to shape. You must be an inspirational leader, with personal credibility and an outstanding ability to communicate with everyone you meet. It's vital that you can build exceptional, high-trust relationships with pupils, parents / carers, and colleagues, and this will be critical in developing confidence in your stewardship of the school.

Visit our School

We would be delighted to hosts visits for prospective candidates between Monday 25th to Thursday 28th March, or Monday 15th to Wednesday 17th April. To schedule a visit, please contact us at recruitment@merciatrust.co.uk, specifying your preferred date, and we will promptly allocate you a time slot. We look forward to welcoming you to our school.



JOB DESCRIPTION

Post Title:	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
Responsible to:	CEO and Governing Body

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.

CORE PURPOSE

The core purpose of this role is to provide professional leadership and management of the school that will promote a secure foundation from which to achieve high standards in all areas of the school's work.

To achieve success, the Headteacher will:

- Provide vision, excellent leadership, and clear direction.
- Effectively manage and improve learning and teaching in school.
- Promote excellence, equality and set high expectations for all students and staff.
- Deploy resources effectively to achieve school aims and targets.
- Evaluate school performance and identify priorities for continuous improvement including leading on SEF (internal self-review processes)
- Carry out day-to-day management, organization, and administration of the school.
- Secure the commitment of the wider community and other stakeholders by engaging them and strengthening relationships.
- Create a safe and productive learning environment that is engaging and fulfilling for all students in line with the Ethos and Values of Mercia Learning Trust
- Fully support, promote and implement the Ethos and Values within the staff and students of the school.

KEY RESPONSIBILITIES

Strategic direction and shaping the future.

- Work with the Governing Body, Chief Executive Officer, and other key stakeholders to ensure the school's vision is clearly articulated, shared,



understood, and acted upon effectively by all.

- Work within and beyond the school community to translate the school's vision into agreed objectives that promote and sustain school improvement.
- Demonstrate the school's values in everyday work and practice.
- Motivate and work with others to create a shared culture and positive environment.
- Ensure that strategic planning takes account of the diversity, values and experience of the school and the community.

Leading the Curriculum (learning, teaching, and assessment)

- Maintain a consistent and continuous focus on students' achievement and attainment, making sure that assessment for learning is good throughout the school and that all teachers use data effectively.
- Regularly review and refresh the school's curriculum to ensure that every child is given the very best provision in all aspects.
- Ensure that the curriculum is at the centre of strategic planning and resource management.
- Create and establish a culture and ethos of challenge and support where all students can achieve success and become engaged in their own learning.
- Demonstrate and embody a commitment to the school's inclusive ethos, ensuring that the environment, curriculum, and daily experience of the school is welcoming to all and enables every child to flourish.
- Demonstrate and articulate high expectations and set stretching targets for the whole school community.
- Implement strategies that maintain high standards of behaviour and attendance.
- Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of students.
- Monitor, evaluate and review classroom practice and promote improvement strategies.

Managing the Organisation

- Develop and implement an organisational structure that reflects the school's ethos and values and enables management processes to work effectively in line with legal requirements.
- Produce and implement clear, evidence-based School Improvement Plans and policies for the development of the school and its facilities.
- Ensure that (within an autonomous culture) policies and practices take account of national and local circumstances, policies, and initiatives.
- Manage the school's financial resources effectively and efficiently to achieve the school's educational goals and priorities.
- Recruit, retain and deploy staff appropriately and assist in managing their workload to achieve the school's vision and goals linked to the School



Improvement Plan

- Implement effective performance management (Appraisal) processes with all staff and ensure systems and structures are in place to support the effective delivery of this process.
- Manage the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
- Ensure that the range, quality, and use of all available resources is monitored, evaluated, and reviewed to improve the quality of education for all students and provide value for money.

Developing self and working with others

- Regularly review own practice and take responsibility for own personal development.
- Develop and maintain effective strategies and procedures for staff induction, professional development, and performance reviews.
- Treat people equitably and with dignity and respect to create and maintain a positive school culture in line with the School's Ethos and Values
- Ensure clear delegation of tasks and responsibilities, so that teams and individuals undertake effective planning, allocation, support, and evaluation of work.
- Acknowledge responsibilities and celebrate achievements of teams and individuals to ensure a positive successful culture across the whole school.
- Build a collaborative learning culture within the school and actively engage with other schools/stakeholders to build effective learning communities.
- Manage own workload and that of others to allow an appropriate work/life balance.

Securing accountability

- Fulfil commitments of contractual accountability to the Governing Body and Trust
- Work with the Governing Body and Trust, providing information, objective advice, and support, to enable it to meet its responsibilities.
- Develop further and strengthen the school ethos that enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Ensure individual staff accountabilities are clearly defined, understood, agreed, and subject to rigorous review.
- Develop and present a coherent and accurate account of the school's performance to a range of audiences, including Governors, parents, and carers.

Strengthening community

- Continue to build a school culture and curriculum which considers the



richness and diversity of the school's communities.

- Ensure learning experiences for students are integrated with the wider community, and that some of these are community-based.
- Collaborate with other agencies to promote the academic, spiritual, moral, social, emotional, and cultural well-being of students and their families.
- Create and maintain an effective partnership with parents and carers to support and improve students' achievement and personal development.
- Seek opportunities to invite parents and carers, community figures, businesses, or other organisations into the school to enrich the school and its value to the wider community.
- Co-operate and work with relevant agencies to protect children.

National Standards for Headteachers

This job description is based on the Department for Education (DfE), the National Standards for Headteachers.

The Headteacher will conduct his/her professional duties in accordance with, and subject to, the National Conditions of Employment for Headteachers, and Education and Employment legislation.

The Headteacher is accountable to the Governors and the Chief Executive Officer for the standards achieved and the conduct, management, and administration of the school, subject to any policies that the DfE may make. This job description is subject to annual review.

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 your 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 based on 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 contribute to trust partnership activities to drive school and trust improvement.
- To be aware of the school’s duty of care in relation to staff, students and visitors and to always comply with all health and safety policies.
- 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 conducted 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 CEO to reflect or anticipate changes in the post commensurate with the grade or job title.

Issue Date: March 2024

PERSON SPECIFICATION

Post Title:	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
Responsible to:	CEO and Governing Body

Qualifications	Essential	Desirable
Qualified Teacher Status	X	
Evidence of continuing and relevant professional development in school leadership and management	X	
National Professional Qualification for Headteachers (NPQH), or working towards	X	
Skills and experience		
Successful experience as a Senior Leader or Headteacher in a primary school	X	
A highly effective teacher with proven good/outstanding teaching over time in the primary classroom	X	
Have excellent organisational skills which maintain the day-to-day rhythm of the school whilst maintaining a focus on the long-	X	



term vision		
Experience of teaching in more than one school and across the whole primary range		X
Good understanding of national curriculum and its associated assessments	X	
Experience of leading change effectively	X	
Strategic direction and development		
Ability to build, communicate and implement a coherent vision for the school in consultation with stakeholders	X	
Proven record of inspiring, challenging and motivating others to achieve agreed aims	X	
Ability to sustain excellence in everything we do with a clear sense of what strategies might be effective for pursuing that objective	X	
Governance, accountability, and compliance		
A clear understanding of working effectively with the Governing Body	X	
Proven record of being transparent, approachable, and accountable to parents/carers, Governors, relevant external bodies and the local community	X	
Knowledge of legal requirements affecting schools	X	
Leading, Managing and developing people and the organisation		
Proven ability in leading and motivating teams	X	
Proven ability to lead and inspire staff, Governors, pupils and parents/carers	X	
Effective communication skills, with experience of managing a variety of audiences and media	X	
Proven experience of managing people, data & processes to contribute to school improvement	X	
The ability to work in partnership with other schools and organisations, whilst maintaining the school's independence.		X
Demonstrate an understanding of school finances and how to successfully make effective use of available resources within a budget		X
Experience of staff performance reviews and acting effectively on any associated issues	X	
Leading the Curriculum (teaching, learning & assessment)		
Experience of setting and achieving challenging goals and targets for	X	



staff and pupils		
Knowledge and understanding and proven experience of how to raise achievements across the school	X	
Proven experience of analysing pupil performance data to identify trends to inform school improvement decisions that improves teaching & learning outcomes	X	
Experience of developing a consistently high standard of teaching through assessment, monitoring, evaluation, and support	X	
Commitment to a curriculum that is creative and relevant to the interests and needs of all pupils	X	
Ability to engage parents and carers to encourage them to play their part in their child's learning	X	
Promoting the safety and wellbeing of pupils		
Absolute commitment to safeguarding	X	
Has undertaken the role of designated or deputy designated safeguarding lead		X
Ability to ensure an ethos which promotes excellent behaviour and enables all pupils to aspire and achieve success	X	
Working with the wider community		
Commitment and ability to work in partnership with parents and the wider community	X	
Experience of working with external agencies to support and enhance the opportunities for pupils in the school		X
Resource Management		
Able to set effective balanced spending plans in the light of school priorities.	X	
Able to oversee the effective management of site safety, security, and improvement.	X	
Personal Qualities		
Approachable and enthusiastic	X	
Able to create effective teams	X	
A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school	X	
Able to work effectively with others including colleagues, Governors, and outside agencies	X	
Able to exercise creativity and emotional intelligence in leadership	X	



Ability to communicate positively and appropriately with all stakeholders	X	
Able to assess new ideas and embrace them if they improve children's learning and wellbeing	X	
Ability to work under pressure and prioritise effectively.	X	
Values and Commitment		
Commitment to the mission, moral purpose, and vision of the trust	X	
Evidence of a commitment to inclusion and equal opportunities for all pupils in the school, including British values	X	

HOW TO APPLY

All candidates must complete the following application process.

- All applicants must 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.
- All applications that have been submitted via this link 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.

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 235 3855 or dparry@ecgbert.sheffield.sch.uk
- For more information about the application process, please email recruitment@merciatrust.co.uk.

The closing date for applications is **Wednesday 17 April 2024**

Interviews are expected to take place week commencing **22 April 2024**



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 2022, 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 the Recruitment Team on 0114 349 4230. Alternatively, please give details on a separate sheet and return with your application form.