

# Welcome to Dale Community Primary School & Stonehill Nursery School



# Headteacher

**Application Closing date:** Monday 23rd November 2026 at 9am

**Interviews:** Monday 7th December 2026



# Welcome

from our Chair of Governors

**Dear Applicant,**

Thank you for your interest in the role of Headteacher at Dale Community Primary School and Stonehill Nursery Federation.

As our title suggests, we are very much a school at the **heart of the community** and we are looking for a Headteacher who is able to maintain those community relationships, continue to build on our core values and who is also forward thinking and able to ensure the school moves in a direction that will equip our children with a strong basis of skills which they can use to achieve and thrive in an increasingly changing world.

It is a large federation but a **friendly, welcoming and inclusive school** which will provide a rewarding and challenging place to work and grow your career.

This unique opportunity will enable you to make a lasting difference in the lives of our children and the wider community and I hope you will feel encouraged to apply and share your skills, experience, and ideas with us.

I look forward to receiving your application,



**Diane Williams,**  
Chair of Governors



# Working with our Local Authority Derby City Council

When you work for Derby City Council you can enjoy a **variety of benefits**. Schemes include:

## Team Derby Rewards

A shopping discount scheme offering employees discounts on a large range of goods and services at over 1500 popular UK websites.

## Tusker Car Benefit Scheme

We have teamed up with Tusker to bring a fully-inclusive motoring package offer for employees; to drive away a brand new, fully-maintained and insured car for up to four years.

## Cycle2work Scheme

This allows employees to get a brand new bike and spread the cost over 18 months, the cost is recovered from your gross salary, giving you tax and national insurance savings.

## Derby Active Health and Fitness Memberships

The Derby Active Health and Fitness scheme offers a discounted employee membership at our council-run sports centres including:

- Use of the gyms and workout classes at council leisure centres
- Reduced prices for other sport and leisure activities
- Support and guidance from the Health and Wellbeing Team.

## Membership of the Teachers' Pension Scheme

Job Title: **Headteacher**

Salary: **L21-26** Hours: **Full Time**

Contract Type: **Permanent**

Location: **Federation of Dale Community  
Primary School & Stonehill Nursery School**

Dale Community Primary and Stonehill Nursery are thriving and welcoming schools located in the heart of Derby. We are well established and popular schools with a happy and enthusiastic school community. Both schools have rising standards and are graded as 'Good' by OFSTED. **We are seeking an exceptional leader to build on our achievements and lead the school into its next exciting chapter.**

This is an excellent opportunity for an ambitious and values-driven leader to work alongside a dedicated staff team, supportive Governing Body, engaged families and enthusiastic pupils. We are looking for someone who **shares our commitment to ensuring every child feels valued, challenged and inspired** to achieve their very best.

As Headteacher, you will provide **clear strategic direction and strong educational leadership**, ensuring that both schools continue to flourish. You will champion high standards whilst **maintaining the nurturing and inclusive ethos** that lies at the heart of our school. The successful candidate will:

- **Be an experienced and inspirational school leader** with a proven track record of improving outcomes for children.
- **Be passionate about inclusion** and committed to ensuring success for every child, regardless of background or starting point.
- **Have high expectations** for achievement, behaviour and attendance.
- Demonstrate **excellent communication and interpersonal skills**.
- **Lead with integrity, compassion and resilience**.
- **Have a good understanding of the local area**, demographics, and opportunities present in the local area surrounding the federation
- **Have the vision and ambition to shape the next stage of the federation's journey.**

Your completed application form and supporting letter of no more than two sides of A4 can be emailed to Mr Pass at [cpass@dale.derby.sch.uk](mailto:cpass@dale.derby.sch.uk)

We welcome the responsible use of AI tools to support your application process. However, your letter of application must authentically represent your own thinking, experience, and voice.

If you choose to use AI tools (such as generative AI) to help draft, structure, or refine your letter, you must:

- Ensure the final content genuinely reflects your own ideas, experiences, and professional approach
- Carefully review and personalise all AI-generated content
- Take full responsibility for the accuracy and authenticity of everything you submit

We value applications that demonstrate genuine personal insight into our school and the role. During the interview process, we will explore your application in depth and expect you to speak confidently and authentically about everything you have written.

*Dale Community Primary and Stonehill Nursery is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All appointments are subject to satisfactory references, online checks, pre-employment and Disclosure Barring Service checks. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.*

*This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any cautions, convictions, reprimands and final warnings that are not protected (not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).*

Applicants are encouraged to visit the school. To book a visit please contact the school on **01332 760070** or email [admin@dale.derby.sch.uk](mailto:admin@dale.derby.sch.uk)

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# Pupil Voice

The staff here are wonderful, kind and supportive

Our school is very diverse and everyone is special

We have lots of trips and after school activities

## What makes Dale school Special?

Every person is welcome and we make everyone included

Teachers work hard to help us learn, even when we find it hard

We are enthusiastic and happy children

We are very sporty with lots of clubs and competitions

Everyone is supportive and treats everyone fairly

We all have a voice

We get to learn fun things

It is a safe place to be

We respect each other

Be good  
at solving  
problems

Have a  
good  
sense of  
humour

Make our  
school a  
safe place  
to be

Be  
confident  
and bring  
new ideas

New  
after  
school  
clubs!

Keep  
afternoon  
tea - we  
LOVE it!

Be  
fair

What  
would we  
like from  
our new  
Headteacher?

Be  
kind

Make sure  
everyone  
follows  
the rules

Make  
our playground  
a great  
place to play  
and enjoy  
nature

Keep  
all of the fun  
activities we do  
already – and  
bring some  
more!

# Job Description

## Headteacher

Federation of Dale Community Primary School and Stonehill Nursery School

**Salary:** L21-26. **Contract:** Permanent, Full Time. **Responsible to:** The Governing Board

**Responsible for:** All staff and pupils across the Federation

## Job Purpose

The Headteacher will provide exceptional strategic and operational leadership for the Federation of Dale Community Primary School and Stonehill Nursery School. Working in partnership with governors, staff, children, families and external agencies, the Headteacher will secure the highest standards of education, care and safeguarding for every child from Nursery to Year 6.

The Headteacher will establish a culture of ambition, inclusion and continuous improvement, ensuring every child is supported to flourish academically, socially and emotionally. They will lead a highly effective workforce, maximise the strengths of a federated structure and ensure that both schools remain valued centres of excellence within their communities.

Above all, the Headteacher will promote the best interests of children and demonstrate unwavering commitment to the Federation's vision, values and strategic priorities.

# Principal Responsibilities

## **1. Strategic Leadership and Vision.** The Headteacher will:

- Develop, articulate and sustain a vision for the future of the Federation.
- Lead the strategic direction of both schools in partnership with governors.
- Promote a culture of excellence, aspiration and continuous improvement.
- Ensure that all decisions are guided by the best interests of children.
- Inspire confidence and commitment among staff, pupils, governors and families.
- Lead school improvement through informed self-evaluation and evidence-based planning.
- Communicate the Federation's vision clearly and consistently to all stakeholders.
- Ensure that strategic priorities are translated into measurable actions and outcomes.
- Promote innovation whilst maintaining a relentless focus on educational quality and inclusion.

## **2. School Culture and Ethos.** The Headteacher will:

- Lead by example, demonstrating integrity, professionalism and moral purpose.
- Create an inclusive culture where every child feels safe, valued and respected.
- Promote high expectations for behaviour, attendance, achievement and personal development.
- Foster positive relationships throughout the school community.
- Develop a culture where diversity is celebrated and equity is actively promoted.
- Champion children's rights, wellbeing and personal development.
- Ensure all staff understand and contribute to the Federation's values and ethos.
- Promote a culture of collaboration, trust and mutual respect.

## **3. Teaching, Learning and Curriculum.** The Headteacher will:

- Secure consistently high-quality teaching throughout the Federation.
  - Lead and evaluate the quality of education across all phases, including the EYFS.
  - Ensure that the curriculum is ambitious, broad, balanced and inclusive.
  - Promote excellence in early childhood education and development.
  - Ensure curriculum progression from Nursery through to Year 6.
  - Establish high expectations for learning and achievement for all pupils.
  - Ensure that disadvantaged pupils, vulnerable pupils and pupils with SEND achieve well.
  - Promote evidence-informed practice across the Federation.
  - Ensure robust systems for monitoring teaching, learning and curriculum effectiveness.
  - Maintain a strong focus on literacy, communication, language and mathematics.
  - Ensure that assessment is used effectively to inform teaching and improve outcomes.
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**4. Early Years Leadership** Recognising the importance of Stonehill Nursery School within the Federation, the Headteacher will:

- Champion the importance of high-quality early education.
- Ensure nursery provision reflects the highest standards of early years practice.
- Promote child-centred approaches that support children's communication, language, personal and social development.
- Maintain strong links with families, health professionals and early years partners.
- Ensure effective transition arrangements between nursery and reception.
- Develop a shared understanding of child development across the Federation.
- Promote play-based learning and evidence-informed early years pedagogy.

**5. Inclusion, SEND and Vulnerable Pupils.** The Headteacher will:

- Promote an inclusive culture in which all children can succeed.
- Ensure statutory SEND duties are fulfilled effectively.
- Champion equality of opportunity and remove barriers to achievement.
- Ensure effective provision for pupils with additional needs.
- Monitor outcomes for disadvantaged and vulnerable groups.
- Develop strong partnerships with external agencies and support services.
- Promote high aspirations for all pupils regardless of background or circumstance.
- Ensure effective deployment of resources to meet diverse pupil needs.

**6. Behaviour, Attendance and Personal Development.** The Headteacher will:

- Establish and maintain a culture of positive behaviour.
  - Ensure that behaviour approaches are relational, restorative and consistent.
  - Promote children's personal development, wellbeing and resilience.
  - Ensure high levels of attendance and punctuality.
  - Monitor behaviour and attendance data to identify trends and implement improvements.
  - Promote children's leadership opportunities and pupil voice.
  - Foster confidence, independence and respect for others.
  - Ensure pupils are prepared for the next stage of education and life in modern Britain.
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## **7. Safeguarding and Child Protection**

As Designated Safeguarding Lead, the Headteacher will:

- Lead safeguarding strategically across the Federation.
- Ensure full compliance with statutory safeguarding requirements.
- Promote a safeguarding-first culture throughout both schools.
- Maintain effective safeguarding systems and procedures.
- Ensure concerns are identified, recorded and acted upon appropriately.
- Lead multi-agency working to secure positive outcomes for children.
- Ensure staff receive appropriate safeguarding training.
- Promote online safety and child protection awareness.
- Ensure safeguarding remains central to all school policies and practice.
- Provide regular safeguarding reports to governors.

## **8. Leadership of Staff.** The Headteacher will:

- Build, develop and sustain a high-performing workforce.
- Recruit, retain and develop talented staff.
- Promote professional growth through coaching, mentoring and professional development.
- Establish a culture of accountability and continuous learning.
- Ensure robust performance management arrangements.
- Support succession planning and talent development.
- Promote staff wellbeing and workload management.
- Challenge under performance appropriately and professionally.
- Foster distributive leadership throughout the Federation.

## **9. Organisational and Financial Leadership.** The Headteacher will:

- Ensure effective management of the Federation's resources.
  - Lead financial planning in partnership with governors and business leaders.
  - Secure best value and long-term sustainability.
  - Ensure compliance with statutory and regulatory requirements.
  - Monitor staffing structures to ensure effectiveness and value for money.
  - Oversee procurement, premises and asset management.
  - Ensure effective risk management arrangements.
  - Lead business planning to support strategic priorities.
  - Maintain efficient systems and processes that support teaching and learning.
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## **10. Governance and Accountability.** The Headteacher will:

- Work effectively with the Governing Board to establish strategic direction.
- Support governors in fulfilling their responsibilities.
- Provide accurate, timely and evaluative information.
- Maintain high standards of accountability and transparency.
- Lead robust self-evaluation and school improvement planning.
- Ensure compliance with all statutory obligations.
- Prepare the Federation for inspection and external review.
- Respond effectively to external recommendations and improvement priorities.

## **11. Community Engagement and Partnerships.** The Headteacher will:

- Build strong partnerships with parents and carers.
- Promote positive engagement with the local community.
- Develop relationships with schools, early years providers and external organisations.
- Represent the Federation professionally in local and regional networks.
- Seek opportunities that benefit children and families.
- Promote the Federation's reputation and achievements.
- Encourage meaningful pupil and parent participation.

## **12. System Leadership.** The Headteacher will:

- Contribute to the wider education system.
- Share effective practice with other schools and settings.
- Participate in collaborative networks and partnerships.
- Support school improvement beyond the Federation where appropriate.
- Remain informed about educational research and national developments.
- Promote innovation and evidence-informed practice.



# Professional Behaviours

The Headteacher will:

- Demonstrate honesty, integrity and accountability.
- Lead with courage, compassion and humility.
- Model professionalism and lifelong learning.
- Demonstrate resilience and sound judgement.
- Show commitment to inclusion and social justice.
- Remain child-centred in all decision-making.
- Promote a culture of trust, respect and collective responsibility.

## General

The post holder will undertake any reasonable duties commensurate with the grade and nature of the post.

The Headteacher is expected to uphold all statutory responsibilities, including safeguarding, equality, health and safety, data protection and employment legislation.

This job description will be reviewed periodically by the Governing Board and may be amended following consultation to reflect the changing needs of the Federation.



# Person Specification

## Evidence Codes:

AF – Application Form

D – Documentation

I - Interview

T– Task

R - References

| Job Criteria          | Essential                                                                                                                                                                       | Evidence |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>Qualifications</b> | Qualified Teacher Status<br>Honours Degree or equivalent<br>Evidence of ongoing substantial professional development<br>National Professional Qualification for Headship (NPQH) | AF/D     |
|                       | <i>Desirable</i>                                                                                                                                                                |          |
|                       | Relevant postgraduate qualification<br>National Professional Qualification in Executive Leadership or equivalent leadership development                                         | AF/D     |
|                       |                                                                                                                                                                                 |          |

| Job Criteria      | Essential                                                                                                                                                                               | Evidence |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>Experience</b> | Experience of headship or deputy headship                                                                                                                                               | AF       |
|                   | Significant successful senior leadership experience                                                                                                                                     | AF       |
|                   | Proven track record of raising standards/improving outcomes                                                                                                                             | AF       |
|                   | Leading whole-school improvement                                                                                                                                                        | AF/T     |
|                   | Leading and developing staff                                                                                                                                                            | AF/I     |
|                   | Safeguarding leadership                                                                                                                                                                 | AF/I     |
|                   | Financial and resource management                                                                                                                                                       | AF/T     |
|                   | Working successfully with governors                                                                                                                                                     | AF       |
|                   | Using performance data to drive improvement                                                                                                                                             | AF/T     |
|                   | Leading curriculum development                                                                                                                                                          | AF       |
|                   | Managing significant organisational change                                                                                                                                              | AF/I     |
|                   | <i>Desirable</i>                                                                                                                                                                        |          |
|                   | Federation leadership<br>Across Early Years and Primary phases<br>Leading the financial management of a local authority school<br>Experience of working in OFSTED regulated environment | AF       |

| Job Criteria                  | Essential                                                                                                                                                                   | Evidence |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>Professional Knowledge</b> | Excellent knowledge of the Headteachers' Standards                                                                                                                          | AF/I     |
|                               | Secure understanding of effective teaching and learning                                                                                                                     | AF/T     |
|                               | Strong knowledge of curriculum design and assessment                                                                                                                        | AF       |
|                               | Comprehensive understanding of safeguarding requirements                                                                                                                    | AF/T     |
|                               | Strong knowledge of SEND legislation and inclusive practice                                                                                                                 | AF/I     |
|                               | Understanding of school accountability systems                                                                                                                              | AF       |
|                               | Knowledge of financial management principles                                                                                                                                | AF/T     |
|                               | <i>Desirable</i>                                                                                                                                                            |          |
|                               | Knowledge of maintained nursery school provision                                                                                                                            | AF       |
|                               | Knowledge of current educational research                                                                                                                                   | AF       |
|                               | Understanding of system leadership and partnership working                                                                                                                  | AF       |
|                               | Experience of leading and improving provision and outcomes within a school characterised by significantly above-average levels of deprivation and special educational needs | AF/I     |

| Job Criteria             | Essential                                                        | Evidence |
|--------------------------|------------------------------------------------------------------|----------|
| <b>Leadership Skills</b> | Ability to articulate a clear vision                             | AF/I     |
|                          | Ability to inspire and motivate others                           | AF/I     |
|                          | Strong strategic planning skills                                 | AF/I/T   |
|                          | Excellent communication and interpersonal skills                 | AF/I/T   |
|                          | Ability to analyse information and make sound decisions          | AF/T     |
|                          | Ability to lead change successfully                              | AF/I     |
|                          | Ability to build effective teams                                 | AF/I     |
|                          | Strong organisational skills                                     | AF/I     |
|                          | Ability to manage resources effectively                          | AF/I     |
|                          | Hold others to account whilst maintaining positive relationships | AF/I     |
|                          | <i>Desirable</i>                                                 |          |
|                          | Experience of leading across multiple sites                      | AF       |
|                          | Experience of developing future leaders                          |          |

| Job Criteria               | Essential                                     | Evidence |
|----------------------------|-----------------------------------------------|----------|
| <b>Personal Attributes</b> | Integrity and honesty                         | AF/I     |
|                            | Resilience and determination                  | AF/I     |
|                            | High expectations for all                     | AF/I     |
|                            | Commitment to inclusion and equality          | AF/I     |
|                            | Emotional intelligence and self-awareness     | AF/I/T   |
|                            | Professional credibility                      | AF/R     |
|                            | Flexibility and adaptability                  | AF/I     |
|                            | Commitment to safeguarding and child welfare  | AF/I     |
|                            | Commitment to staff wellbeing                 | AF/I     |
|                            | <i>Desirable</i>                              |          |
|                            | A strong understanding of the local community | AF/I     |
|                            | Commitment to wider education system          | AF       |



Created for  
Dale Community Primary School  
and Stonehill Nursery School

*October 2026*