Matlock Bath Holy Trinity CofE (VC) Primary School

Headteacher Recruitment Pack

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Matlock Bath Holy Trinity CofE (VC) Primary School

14 Clifton Road, Matlock Bath, Matlock DE4 3PW

Tel: 01629 582862

16 October 2026

Dear Applicant,

It is a pleasure to write to you regarding the vacancy for the position of Headteacher, which will arise following the retirement of our current Headteacher, Chris Layhe-Humphreys, in April 2027.

Since his appointment in January 2022, Chris has made a significant contribution to all aspects of school life. Under his leadership, the school has flourished as a nurturing, ambitious and inclusive Church of England school, firmly rooted in its Christian values and committed to achieving the very best outcomes for every child.

Chris has strengthened the Christian ethos of the school and has led by example and, as a result, the school is characterised by a calm and purposeful learning environment where pupils enjoy their education, staff feel valued and supported, and parents have confidence in the quality of education and care their children receive. The school's OFSTED inspection in 2023 and SIAMS inspection in 2024, both available on our website, recognised the many strengths of the school, including the quality of teaching and learning, the warm and inclusive culture, and the effectiveness of leadership.

Our talented team of teachers and teaching assistants are highly skilled and committed professionals who continually develop their expertise through ongoing professional development. Together, they deliver a rich and engaging curriculum that promotes high achievement whilst ensuring that every child feels included and supported, with close attention to provision for disadvantaged pupils and those with additional needs. School performance information demonstrates strong progress across the curriculum, alongside a culture of reflective practice and continuous improvement.

One of the school's greatest strengths is its strong sense of community. Staff work collaboratively and support one another exceptionally well, creating a positive and welcoming environment for both children and adults. We also benefit from close and longstanding links with our local church, situated adjacent to the school. Members of the church regularly contribute to collective worship, support the celebration of Christian festivals and work alongside Governors and staff to enrich school life. Our dedicated PTFA plays a vital role in the school community and raises significant funds to enhance opportunities for our pupils.

16 October 2026

The school enjoys beautiful grounds that provide extensive opportunities for outdoor learning and recreation. Our well-maintained buildings offer bright, spacious classrooms and excellent facilities for teaching and learning. Situated in the heart of the Derbyshire Dales, the school enjoys a wonderful location in which to live and work.

We are fortunate to have the strong support of our parents and a committed, experienced governing board that works closely with school leaders to provide both challenge and encouragement. Governors are ambitious for the future of the school and are committed to supporting the successful candidate as they lead the next phase of its development.

While we will be sorry to see Chris retire, he leaves the school in a very strong position. This presents an exciting opportunity for an aspiring or experienced leader to build upon the school's many strengths and help shape its future. We are looking for a Headteacher who will inspire our children, nurture our Christian vision and values, and work in partnership with staff, Governors, parents and the wider community to achieve the very best outcomes for every pupil.

If you believe that you could lead our school on the next stage of its journey, we warmly encourage you to apply. We also welcome visits to the school, which can be arranged through Chris Layhe-Humphreys via email or telephone.

We look forward to meeting prospective candidates and sharing more about our wonderful school.

Yours sincerely,

TONY JONES
Chair of Governors

MATLOCK BATH HOLY TRINITY C OF E (VC) PRIMARY SCHOOL

APPOINTMENT OF HEADTEACHER

Information for Candidates

Matlock Bath Holy Trinity School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Date of Appointment April 2027

Salary Group One
ISR: L7 – L13

Estimated Number on Roll 43

Teaching Establishment Headteacher + two teachers (one of whom is SENDCo)

Headteacher commitments 0.4FTE Teaching Commitment

Management Structure Headteacher

Support Staff

Job Description	Hours	Posts
School Business Manager	**25**	**1**
Clerk to Governors	**1.5**	**1**
Teaching Assistants (General)	**39**	**2**
Teaching Assistants (SEN)	**57**	**3**
Senior Midday Supervisors	**10**	**2**
Caretaker	**20**	**2**

Location

The school is located in the village of Matlock Bath, part of Derbyshire Dales District of Derbyshire. It is situated inside a dramatic limestone gorge along the River Derwent, nestled on the southeastern edge of the Peak District National Park. It is served by strong transport links with a railway station and close to the main A6 road.

Accommodation

The school is located in Matlock Bath and is a well-maintained building which houses two classrooms, one of which has an attached back bay, a hall, a staff room, and a kitchen.

Outside there are extensive grounds including a sensory garden, trim trail, forest school area, MUGA, playground and playing field.

Midday meals are served on the premises by the Derbyshire County Council Catering Service.

OFSTED Inspection

The school was inspected in March 2023 and was judged to be a GOOD school.

SIAMS Inspection

The school was inspected in October 2024 and was judged to be an excellent Church School.

Financial Budget

The school's basic school budget for this financial year is £379,829.

Applications

Candidates should submit applications **online** on a DCC Teacher Application Form, together with a supporting statement letter matching their skills and experience to the headings in the Job Description and Person Specification. The letter should be no longer than 1500 words (please include word count). CVs should not be attached.

If preferred, **postal application forms** are available from Call Derbyshire on 01629 533190, quoting the job reference number attached to this post. Completed applications should be sent to Derbyshire County Council, Recruitment Section, County Hall, Matlock, Derbyshire DE4 3AG allowing sufficient delivery time to meet the deadline for applications.

In order to comply with the safer recruitment requirements candidates must fully complete the application form including the section on references. It is not acceptable to substitute parts of the form with your own version. All gaps in employment should be accounted for and explained.

References

Open testimonials are not accepted for this post, and it is intended that the Local Authority will take up a professional reference from your **existing employer** and one other professional reference of your choice**.** ***If you are not currently working with children, references will be requested from a previous employer where this was the case. You are, therefore, requested to supply contact details for this organisation and also to alert all referees to expect a request, should you be shortlisted.*** References from relatives or people writing solely in the capacity of friends will not be accepted.

Security Checks

Due to this post having access to children and/or vulnerable adults, candidates will be required to undertake a Disclosure and Barring Service check. 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. **Candidates who are foreign nationals, or a UK national who has lived abroad at any point in their adult life, MUST provide a Certificate of Good Conduct prior to taking up an appointment.**

Interviews It is intended that interviews will take place on 13th and 14th January 2027.

Candidates selected for interview will be contacted by telephone. If you have not been contacted within seven days of the proposed interview dates you should assume, on this occasion, that you have not been shortlisted for interview. Should you wish to make any further enquiries, please contact the Headship Recruitment Team via Headship.recruitment@derbyshire.gov.uk or on 01629 539455.

The Governors will be advised by a Local Authority HR Officer and Senior Advisor for School Improvement.

Closing Date 29th November 2026

MATLOCK BATH HOLY TRINITY CofE (VC) PRIMARY SCHOOL

APPOINTMENT OF HEADTEACHER

Job Description

Post Title: Headteacher

Responsible to: The Governing Board of Matlock Bath Holy Trinity C of E (VC) Primary School

Main Purpose: To carry out the duties of Headteacher in accordance with the Teachers' Pay and Conditions Act and other relevant statutory provisions.

Shaping the Future

The Headteacher will work with the Governing Board and others to create a shared vision and strategic plan which inspire and motivate pupils, staff, and all other members of the school community.

The Headteacher will:

- Ensure the Christian vision for the school is clearly articulated, shared, understood, and acted upon effectively by all.
- Work within the school community to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement.
- Demonstrate Christian vision and values in everyday work and practice.
- Motivate and work with others to create a shared culture and a positive climate.
- Ensure creativity, innovation, and the use of appropriate new technologies to achieve excellence.
- Ensure that strategic planning and the school culture and curriculum take account of the diversity, values and experience of the school and community at large.

Managing the Organisation

The Headteacher will provide effective management of the school and continuously seek to improve organisational structures based on self-evaluation.

The Headteacher will:

- Take responsibility for safeguarding and promoting the welfare of children.
- Create an organisational structure which reflects the school's values, and enables the management systems, structures, and processes to work effectively in line with legal requirements.

- Produce and implement clear, evidence-based 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 and human resources effectively and efficiently to achieve the school's educational goals and priorities.

- Recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals of the school.

- Manage and organise 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 are monitored, evaluated, and reviewed to improve the quality of education for all pupils and provide value for money.

- Use and integrate a range of technologies effectively and efficiently to manage the school.

Leading Learning and Teaching

The Headteacher has a central responsibility for raising the quality of teaching and learning. This involves high expectations, maintaining and evaluating outcomes and establishing a successful learning culture which all impact on pupils' achievement.

The Headteacher will:

- Ensure a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every student's learning.

- Ensure that learning is at the centre of strategic planning and resource management.

- Establish creative, responsive, and effective approaches to learning and teaching.

- Ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.

- Demonstrate and articulate high expectations and set stretching targets for the whole school community.

- Implement strategies which secure high standards of behaviour and attendance.

- Determine, organise, and implement a diverse, flexible curriculum and implement Assessment for Learning.

- Monitor, evaluate and review classroom practice and promote improvement strategies.

- Take a strategic role in the development of emerging technologies to enhance and extend the learning experience of pupils.

- Challenge under-performance at all levels and ensure action is taken to secure improvement.

Developing Self and Working with Others

Effective communication and relationships are key to effective headship. The Headteacher needs to build a professional learning community which enables others to achieve.

The Headteacher will:

- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture.
- Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities.
- Develop and maintain effective strategies and procedures for staff induction, professional development, and performance management.
- Ensure effective planning, allocation, support, and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- Develop and maintain a culture of high expectations for self and for others.
- Regularly review own practice and achievements, set personal targets, and take responsibility for own personal development. Take account of feedback from others.
- Manage own workload and that of others to allow an appropriate work/life balance.
- **Securing Accountability**
- With values at the heart of leadership, the Headteacher has a responsibility to the whole school community and is accountable to a range of groups particularly pupils, parents, carers, Governors the Diocese and the LA.

The Headteacher will:

- Take responsibility for establishing and monitoring the systems and culture of the school to promote and safeguard the welfare of young people.
- Fulfil commitments arising from contractual accountability to the Governing Board.
- Develop a school Christian ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Ensure individual staff accountabilities are clearly defined, understood, and agreed and are subject to rigorous review and evaluation.
- Work with the Governing Board (providing information, objective advice, and support) to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of attainment and for achieving efficiency and value for money.
- Reflect on personal contribution to school achievements and take account of feedback from others.
- Develop and present a coherent, understandable, and accurate account of the school's performance to a range of audiences including governors, parents, and carers.

Strengthening Community

The Headteacher should engage with the internal and external school community to secure equity and entitlement and collaborate strategically and operationally with a wide range of partners to bring positive benefits.

The Headteacher will:

- Build a school culture and curriculum which takes account of the richness and diversity of the school's communities.
- Ensure learning experiences for pupils are linked into and integrated with the wider community.
- Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional, and cultural well-being of pupils and their families.
- Create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development.
- Seek opportunities to invite parents and carers, community figures, businesses, or other organisations into the school to enhance and enrich the school and its value to the wider community.
- Contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- Co-operate and work with relevant agencies to protect children.
- Create and promote positive strategies for challenging racial and other prejudice and dealing with racial harassment.

MATLOCK BATH HOLY TRINITY CofE (VC) PRIMARY SCHOOL

APPOINTMENT OF HEADTEACHER

Person Specification

Measurements: A = Application I = Interview R = Reference	
Qualifications	
• DfE recognised qualified teacher status/Qualified Teacher Learning and Skills (QTLS) status and registered with the Institute for Learning (IFL)	A
• Appropriate leadership and management training, accreditation, or qualifications, which may include NPQH, are considered desirable	A, I
Experience	
• Experience of leadership appropriate to the Headteacher role in our school	A, I, R
• A proven track record of successful leadership	A, I, R
• Successful experience of raising achievement	I, R
• Working with and engaging the involvement of external partners and the local community	A, I
• Successful teaching of pupils in the primary phase	A, R
• Planning, determining, and organising major curriculum areas	A, I
Knowledge and Understanding of current issues and best practice including:	
• Safeguarding children and young people preferably a DSL	A, I
• What constitutes a good school	I
• The process of strategic planning and school self-evaluation	A, I
• Ways to communicate and translate a shared vision into practice	A, I
• Leading the management of change	I
• Application of new technologies to teaching, learning and management	I
• Comparative data and performance indicators to establish benchmarks and set targets for improvements	I
• National policy framework and current educational legislation and initiatives	A, I
• Principles of effective teaching and assessment for learning	I
• **Roles and responsibilities of Governing Body, LA , the Diocese and of the requirements for accountability**	I
• School budget management and financial responsibilities	A, R
• Strategies for fostering school improvement, including attendance and behaviour for learning	I
• Equal opportunities and commitment to their pursuit	I
• Legal issues relating to school management	I

Measurements: A = Application I = Interview R = Reference	
Personal and Professional Qualities	
• Commitment to the welfare and safeguarding of young people	I
• Strong personal motivation and drive	I, R
• A genuine enthusiasm for, and commitment to, the development of young people, and concern for the development of colleagues and members of the wider school community	I
• The ability to inspire, motivate staff, students and the wider community and engage their active commitment to your vision	I,R
• Commitment to ensuring inclusion, addressing diversity and access	A, I
• Commitment to own personal and professional development and that of all staff	A,I
• High order analytical and problem-solving skills and the ability to make informed judgements	I
• Excellent communication skills in a variety of media to a range of audiences including students, parents/carers, colleagues, and the wider school community	A,I
• The ability to project the school in a positive way and establish the school at the heart of the community	I
• The ability to engage parents and carers in supporting children's learning	I,R
• The ability to fill the role of lead professional in classroom practice	R
• Commitment to an open, collaborative style of management	I
• Evidence of collaborative working and networking with others, within and beyond the school to build and sustain a learning community	A,I
• The ability to understand and appreciate the school's current strengths and the ways in which these might be further developed	I
• The ability to form and maintain appropriate relationships and personal boundaries with young people	I,R
• Experience in leading effective Collective Worship	A, I
• A commitment to supporting and promoting the strong Christian ethos of the school	A, I