

Risley Lower Grammar CE (VC) Primary School

‘Love your neighbour as yourself, so you may flourish and enjoy life in all its fullness’

Headteacher Recruitment Pack



Contents:

1. Welcome from Chair of Governors
2. Our School – Information for Candidates
3. Job Description
4. Person Specification

28 January 2026



Dear Applicant

Thank you for your interest in the position of Headteacher at Risley Lower Grammar CE (VC) Primary School. On behalf of the Governing Body, I am delighted to share more about our school and the qualities we are seeking in our next Headteacher.

Risley Lower Grammar CE (VC) Primary School is an inclusive school where Christian values and the children's best interests are always at the heart of everything we do. The life of our school is inspired by our vision to 'Love your neighbour as yourself, so you may flourish and enjoy life in all its fullness'. We are dedicated to safeguarding children, and this commitment is expected from all who work within the school. We are proud of our dedicated staff, supportive parents, our strong community spirit and the way in which everyone works together to make our school a place where children feel safe, valued and inspired to learn.

This vacancy arises as our current Headteacher is retiring after 19 years of dedicated service and so we are seeking a new Headteacher who will continue to celebrate and build on our successes, tackle challenges with determination, working collaboratively with all staff & help us continue to grow as a whole school community.

We are looking for someone who:

- Shares our commitment to high standards & inclusive education.
- Can lead with vision, integrity and compassion.
- Shares our commitment to our School's vision, Ethos & Christian values.
- Will inspire and support both staff and pupils to achieve their very best.
- Values strong relationships with parents, Governors, Risley church and the wider community.
- Will build on the existing strengths and good practice of our retiring Headteacher.

We warmly encourage you to visit the school to experience our ethos and meet our wonderful pupils and staff. Please contact Julie Walsh, our Business Manager on 0115 9397622 to arrange a convenient time.

We would be delighted to receive your application, and you will find further details about the role, our school, and the application process in the accompanying recruitment pack.

Thank you once again for your interest. We look forward to hearing from you and wish you the very best in your application.

Kind regards

Marie Edinborough
Chair of Governors



Risley Lower Grammar CE (VC) Primary School

APPOINTMENT OF HEADTEACHER

Information for Candidates

Risley Lower Grammar CE (VC) Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

<u>Date of Appointment</u>	1 September 2026
<u>Salary</u>	Group 1 Individual School Range L8 - L14
<u>Estimated Number on Roll</u>	75
<u>Teaching Establishment</u>	Headteacher + 3fte
<u>Headteacher commitments</u>	0.4fte
<u>Management Structure</u>	Headteacher + 2 TLRs
<u>Support Staff</u>	

Job Description	Hours	Posts
School Business Manager	37	1
School Clerk	3	1
Teaching Assistants (General)	40	2
Teaching Assistants (SEN)	0	0
Senior Midday Supervisors	7.66	1
Caretaker	1	1
Cleaner	0	0

Location

The school is located near the small town of Sandiacre. The village of Risley has excellent road links to the M1, A52 and A50, giving easy access to Derby and Nottingham.

Accommodation

The school is a mixture of recent and Georgian buildings, dating back to the 1700s. The building houses 5 classrooms, a staffroom and 2 offices.

Outside there are 3 playgrounds and a large grass sports 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 November 2022 and was judged to be a 'good' Church School.

Financial Budget

The school's basic school budget for this financial year is £560,000.

The school is also supported by our PTA, Friends of Risley School Association.

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:

Thursday 19th March & Friday 20th March 2026

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

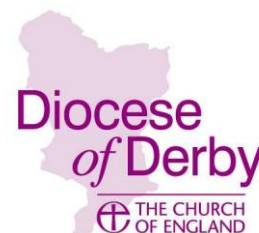
occasion, that you have not been shortlisted for interview. Should you wish to make any further enquiries, please contact the Headship Recruitment Team via Headship.recruitment@derbyshire.gov.uk or on 01629 539455.

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

Closing Date Thursday 5th March 2026



Risley Lower Grammar CE (VC) Primary School



APPOINTMENT OF HEADTEACHER

Job Description

Post Title:	Headteacher
Responsible to:	The Governing Board of Risley Lower Grammar CE (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 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 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.
- Demonstrate a commitment to maintain & develop the current Christian ethos of the school.

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.
- Undertake a 0.4fte Teaching Commitment.

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 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

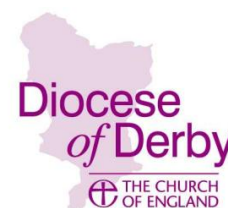
The Headteacher should engage with the internal and external school community to secure equity and entitlement and collaborate strategically and operationally with a wide range of partners to bring positive benefits.

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.



Risley Lower Grammar CE (VC) Primary School



APPOINTMENT OF HEADTEACHER

Person Specification

Measurements: A = Application I = Interview R = Reference	
Qualifications <ul style="list-style-type: none"> DfE recognised qualified teacher status/Qualified Teacher Learning and Skills (QTLS) status and registered with the Institute for Learning (IFL) Appropriate leadership and management training, accreditation, or qualifications, which may include NPQH, are considered desirable 	A A, I
Experience <ul style="list-style-type: none"> Significant recent and relevant experience as a Headteacher, Deputy, or Assistant Headteacher A recent senior leadership post for at least 3 years A proven track record of successful leadership Successful experience of raising achievement Working with and engaging the involvement of external partners and the local community Successful teaching of pupils in the primary/Early Years/KS1/KS2 phase Planning, determining, and organising major curriculum areas 	A, I, R A, I A, I, R I, R A, I A, R A, I
Knowledge and understanding of current issues and best practice including: <ul style="list-style-type: none"> Safeguarding children and young people What constitutes a good school The process of strategic planning and school self-evaluation Ways to communicate and translate a shared vision into practice Leading the management of change Application of new technologies to teaching, learning and management Comparative data and performance indicators to establish benchmarks and set targets for improvements National policy framework and current educational legislation and initiatives Principles of effective teaching and assessment for learning Roles/responsibilities of Governing Body, LA, the Diocese and requirements for accountability School budget management and financial responsibilities Strategies for fostering school improvement, including attendance and behaviour for learning Equal opportunities and commitment to their pursuit Legal issues relating to school management 	A, I I A, I A, I I I I A, I I I A, R I I I
School Specific: <ul style="list-style-type: none"> - Issues particular to small schools - Specific requirements arising from Voluntary Controlled status - Versatile & Keen to learn new skills - Experience in Coaching Role 	A, I A, I, R A, I A, I

Measurements: A = Application I = Interview R = Reference	
<p><i>Personal and Professional Qualities</i></p> <ul style="list-style-type: none"> • Commitment to the welfare and safeguarding of young people • Strong personal motivation and drive • 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 • The ability to inspire, motivate staff, students and the wider community and engage their active commitment to your vision • Commitment to ensuring inclusion, addressing diversity and access • Commitment to own personal and professional development and that of all staff • High order analytical and problem-solving skills and the ability to make informed judgements • Excellent communication skills in a variety of media to a range of audiences including student, parents/carers, colleagues, and the wider school community • The ability to project the school in a positive way and establish the school at the heart of the community • The ability to engage parents and carers in supporting children's learning • The ability to fill the role of lead professional in classroom practice • Commitment to an open, collaborative style of management • Evidence of collaborative working and networking with others, within and beyond the school to build and sustain a learning community • The ability to understand and appreciate the school's current strengths and the ways in which these might be further developed • The ability to form and maintain appropriate relationships and personal boundaries with young people • A commitment to supporting and promoting the strong Christian ethos of the school 	<p>I</p> <p>I, R</p> <p>I</p> <p>I,R</p> <p>A, I</p> <p>A,I</p> <p>I</p> <p>A,I</p> <p>I</p> <p>I,R</p> <p>R</p> <p>I</p> <p>A,I</p> <p>I</p> <p>I, R</p> <p>A, I</p>