

New Mills Nursery School

Headteacher Recruitment Pack



Be Safe, Be Kind, Be Inspired

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Be Safe, Be Kind, Be Inspired

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26 March 2026

Dear Applicant

Thank you for expressing an interest in the role of Headteacher at New Mills Nursery School.

We are a thriving, teacher-led maintained nursery school at the heart of the community that we serve. We are proud of the early years education that we offer and of the progress that the children make while attending our nursery.

Our Headteacher is retiring at the end of the academic year after many years of dedicated leadership. She has built up a wonderful team of highly skilled early years practitioners and support staff, with the result that the children are happy, enthusiastic learners and our parents are very supportive. The children are able to follow their interests and have lots of opportunities for play-based learning, as well as taking part in teacher-initiated activities that are designed to extend their thinking and promote their social and emotional skills.

The person appointed will be expected to take on the role of Designated Safeguarding Lead and to have the necessary experience to take on the leadership of SEND. The post is for a full time Headteacher with a teaching commitment of three days a week.

The Governing Board is committed to building on the high standards that already exist. To this end we are looking for someone who will maintain the present ethos while also looking to the future; devising and implementing strategies to enhance our educational offering and future proof the nursery's viability.

We hope that you are interested in applying for the post and we would be pleased to show you around the school. Please telephone the school to arrange an appointment with the current Headteacher, Claire Inman. The closing date for applications is 30th April 2026 with interviews scheduled to take place week commencing 18 May 2026.

We look forward to receiving your application.

Yours sincerely

Chris Bowen
Chair of Governors

NEW MILLS NURSERY SCHOOL APPOINTMENT OF HEADTEACHER

Information for Candidates

New Mills Nursery 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 L7 - L13
<u>Estimated Number on Roll</u>	40
<u>Teaching Establishment</u>	Headteacher + 0.6FTE Teacher with TLR
<u>Head teacher commitments</u>	Teaching 0.6FTE, SENDCo, Designated Safeguarding Lead
<u>Management Structure</u>	Headteacher

Support Staff

Job Description	Hours	Posts
School Business Officer	23.75	1
School Clerk (Clerk to Governors)	4.00	1
Teaching Assistants (General)	40.00	2
Teaching Assistants (SEN)		
Midday Supervisors	7.5	1
Caretaker/Cleaner (External Provider)	12.5	1
Cleaner		

Location

This stand-alone nursery school was opened in 1975 and is located in the small busy community of New Mills, Derbyshire. The town is located near the Cheshire and Greater Manchester borders and is on the north-west edge of the Peak District National Park. Situated just off the A6, it is within easy commuting distance of Manchester, Stockport and Sheffield by both road and rail.

Accommodation

The school is located in one well maintained building dating back to 1948. The building consists of one large indoor space with a kitchen, staffroom and offices.

Outside there is a lovely mature garden used all year round with grassed areas, trees, mud kitchen, tables.

Children who attend all day bring their own packed lunches.

OFSTED Inspection

The school was inspected in January 2025 and was judged to be a 'Good' school.

Financial Budget

The school's basic school budget for this financial year is £147,062.

Plus, extra eligible funding:

Early Years funding £166,091

Early Years Pupil Premium £2,500

SEN TA Allocation £6,288

PEGS – Peak Edge Group of Schools

The school is part of a formal collaboration with a network of 15 Nursery, Infant and Primary schools and two Secondary schools. The group meets half-termly and is a valuable support network.

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 week commencing 18th May 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 30th April 2026



New Mills Nursery School

APPOINTMENT OF HEADTEACHER

Job Description

- Post Title:** Headteacher
- Responsible to:** The Governing Board of New Mills Nursery 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.

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.
- Ensure the school has management systems, structures and processes that work effectively in line with legal requirements and maintains compliance.

- Produce and implement clear, evidence-based improvement plans and policies for the development of the School and its facilities.
- Update policies and practices to 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 drive whole school priorities.
- Recruit, retain and deploy staff appropriately and manage 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 evaluating and 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 so all pupils can achieve success and are engaged in their own learning.
- Demonstrate and articulate high expectations and ambitious targets for the whole school community.
- Leading strategies which secure high standards of behaviour and attendance.
- Determine, organise and implement a broad 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 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.
- Promote positive strategies for challenging racial and other prejudice and dealing with racial harassment.



New Mills Nursery School

APPOINTMENT OF HEADTEACHER

Person Specification

Measurements: A = Application D = Desirable I = Interview R = Reference	
<p>Qualifications</p> <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 • NPQ SENCO 	<p>A</p> <p>A, I</p> <p>D</p>
<p>Experience</p> <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 Early Years phase • Planning, determining, and organising major curriculum areas 	<p>A, I, R</p> <p>A, I</p> <p>A, I, R</p> <p>I, R</p> <p>A, I</p> <p>A, R</p> <p>A, I</p>
<p>Knowledge and Understanding of current issues and best practice including:</p> <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 and responsibilities of Governing Body, LA and of the 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 	<p>A, I</p> <p>I</p> <p>A, I</p> <p>A, I</p> <p>I</p> <p>I</p> <p>I</p> <p>A, I</p> <p>I</p> <p>I</p> <p>A, R</p> <p>I</p> <p>I</p> <p>I</p>

Measurements: A = Application D = Desirable I = Interview R = Reference	
<p>Personal and Professional Qualities</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 students, 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 	<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>