Marsh Lane Primary School

Dream, Believe, Achieve, Succeed

Headteacher Recruitment Pack

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S4S Derbyshire Services for Schools

DERBYSHIRE County Council

MARSH LANE PRIMARY SCHOOL
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Supporting our children to become caring individuals, who can achieve their potential in a vibrant learning environment

Thursday 15th October 2026

Dear Applicant

As Chair of Governors at Marsh Lane School, I would like to thank you for your interest in the post of Headteacher at our school.

Marsh Lane is a friendly primary school with 147 children currently on roll, drawn from Marsh Lane itself and the surrounding area. The school is situated on the edge of rural countryside, close to the Derbyshire/South Yorkshire border.

We have dedicated Early Years provision and are committed to raising standards across all areas of the curriculum. We were judged 'Good' in the last Ofsted report in Aprill 2022. Bearing this in mind, the Governors wish to appoint someone who will maintain the current ethos and provide a high standard of leadership, together with our highly committed team currently employed in the school.

Parental involvement is encouraged, with a thriving PTA, Parent Assemblies and concerts and parents are always encouraged to arrange to come into school to discuss any issues affecting their children. The school also operates a very popular Breakfast and After School Care as extra support for our families.

The post may involve some occasional teaching commitments, and the successful candidate should be willing to teach when necessary.

You are most welcome to arrange a visit to see our friendly school for yourself, please contact the school office on 01246 432701, to arrange a convenient time.

I look forward to receiving your application.

Yours sincerely

R.A Shaw

Ruth Shaw

Chair of Governors

DERBYSHIRE COUNTY COUNCIL

MARSH LANE PRIMARY SCHOOL

APPOINTMENT OF HEADTEACHER

Marsh Lane Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Information for Candidates

Date of Appointment	April 2027
Salary	Group 1 Individual School Range L10 – L16
Estimated Number on Roll	147
Teaching Establishment	Head + 5.2
Head teaching commitment	As required
Management Structure	Head + One member of staff with a TLR

Staffing

School Admin staff	39.5 hours	2 posts
Teaching Assistants		
General and SEN	152.92 hours	6 posts
HLTA Posts	54.5 hours	2 posts
Midday Play Leader		1 post
Midday Supervisors	28.32	4 posts
Caretaker	25 hours	1 post
Cleaner	14 hours	1 post

Location

The school is located near Eckington and is on the edge of the Moss Valley between NE Derbyshire and Sheffield.

Accommodation

The school is located in two well-maintained buildings dating back to 1874. The building houses 6 classrooms, a hall, a staff room, a library, and an office.

Outdoors there is a hard surface play area and small grass areas.

Breakfast and After School Club are run by the school along with extra curricular clubs available to children.

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

Secondary Education
Most pupils that attend Marsh Lane School from the normal area transfer to Eckington School, an 11 to 18 Comprehensive School.

OFSTED Inspection
The school was inspected in June 2023 and received a Good report.

Financial Budget 2026/2027
The budget share for this financial year is £827,379.
Plus extra eligible funding for SEND pupils

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.

School will undertake proportionate and reasonable on-line checks on shortlisted candidates in line with the expectation outlined in Keeping Children Safe in Education 2026.

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 18 and 19 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 on 01629 539455.

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

Closing Date: Monday 4 January 2027

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.

Marsh Lane Primary School

APPOINTMENT OF HEADTEACHER

Job Description

Post Title: Headteacher

Responsible to: The Governing Body of Marsh Lane 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 Body 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.

- 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:

- Be expected to undertake a teaching commitment if required.

- 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 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 body.
- 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 body (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:

- Create and promote positive strategies for challenging racial and other prejudice and dealing with racial harassment.
- 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.

DERBYSHIRE COUNTY COUNCIL

MARSH LANE PRIMARY SCHOOL

APPOINTMENT OF HEADTEACHER

Person Specification

Measurements: A = Application I = Interview R = Reference	
Qualifications	
• DfE recognised qualified teacher status or Qualified Teacher Learning and Skills (QTLS) status and registered with the Education and Training Foundation (ETF).	A
• Appropriate leadership and management training, accreditation or qualifications, which may include NPQH, are considered desirable	A, I
Experience	
• Significant recent and relevant experience as a Headteacher, Deputy or Assistant Headteacher	A, I, R
• A recent senior leadership post for at least 3 years	A, I
• 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	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 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