

COTON-IN-THE-ELMS CE PRIMARY SCHOOL

APPOINTMENT OF HEADTEACHER

Information for Candidates

Coton-in-the-Elms Church of England Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Date of Appointment:	28 April 2025
Salary:	Group One Individual School Range L11 – L17
Estimated Number on Roll:	144
Teaching Establishment:	Headteacher + 8.1
Headteacher commitments:	Non-teaching post
Management Structure:	Headteacher + Deputy Headteacher + Assistant Headteacher

Support Staff

Job Description	Hours	Posts
School Business Manager	30	1
School Clerk	1 per week	1
Teaching Assistants (General)	Varies between 15 and 37	4 part time 1 full time
Teaching Assistants (SEN)	1	1
Senior Midday Supervisors	1	1
Caretaker	1	1
Cleaner	2	2

Location

The school is located near the town of Swadlincote in a small village location.

Accommodation

The school is located across two well maintained buildings. The main site houses 6 classrooms, a hall, a staff room, a library, a servery, a kitchen, etc. The Nest is additional space used by the school to house one school and also has space which is let by a privately run pre-school, running mornings only.

Outside there is a large field, newly equipped early years outdoor space, MUGA, forest school and pond area.

Midday meals are served on the premises by the Derbyshire County Council Catering Service. The school kitchen also prepares meals for a school in a neighbouring village.

OFSTED Inspection

The school was inspected in June 2023 and was judged to be a 'Good' school with 'Outstanding' for personal development.

SIAMS Inspection

The school was inspected in June 2024 and was judged to be a Church School, which lives out its Christian values.

Financial Budget

The school's basic school budget for this financial year is £723,799.

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 22 and 23 January 2025.

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

5 January 2025