

Hartshorne C of E Primary School

Headteacher Recruitment Pack



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Hartshorne C of E Primary School

Main Street, Hartshorne, Derbyshire, DE11 7ES Tel: 01283 217423
Headteacher: Mrs Sarah Layhe-Humphreys

Inclusivity & Respect
Nurture
Aspiration & Hope
Curiosity
Generosity
Trust

1 October 2026

Dear Candidate

Thank you for your interest in the post of Headteacher of our school.

We would be delighted to receive your application for the position of Headteacher at our lovely village primary school.

Hartshorne Church of England Primary School is a small village school surrounded by outstanding Derbyshire countryside. The school is seeking an experienced senior leader, with a strong track record in whole school leadership and core learning. The position becomes vacant following the current Headteacher retiring.

Our school is small, with 112 pupils currently on role. Due to its size, the school has a real family feel; the children from all year groups mix well together and are happy and enjoy coming to school. We have committed and very supportive staff, Governors, parents, children and local community. There is a close relationship between the local church (St Peter's Hartshorne) and the school. Pupils join the church community for services and celebrations during seasonal times, and church leaders are invited into school for collective worship.

We strive to enable all our children to achieve their full potential as learners and be the best they can be as individuals within a Christian framework and an environment of outstanding care, support and spiritual guidance.

Our most recent Ofsted inspection took place in 2024 and judged the school to be good. This report reflected the family orientated culture of the school and community, which highlighted the caring and inclusive family environment. focuses on the individual needs and creativity of each student. The last SIAMS inspection took place in 2022 and highlighted a number of areas for improvement, judging the school as requiring improvement. This is an ongoing priority for the school.

The Headteacher we are looking for will be:

- Approachable and collaborative and will lead with empathy and vision
- Someone who will continue to develop the Christian ethos and vision of the school, alongside our Governing Body
- Committed to developing all staff through effective coaching, continued development and empowerment
- Able to develop positive relationships with pupils, parents, Governors, parish a wider community
- Empathetic toward an inclusive faith-based education
- An exceptional communicator who would work collaboratively with the stakeholders.

“God’s family, growing together, inspiring our world

1 October 2026

We will provide a small, committed team of Governors, who have diverse and relevant skills to enhance the school, along with a team of excellent teaching and non-teaching staff who continually strive to improve and are open to new and innovative solutions.

With this letter is an information pack which we trust will be of help and interest to you. We hope that you will decide to apply for the position. Please note that the closing date for applications is 29th October 2026 and interviews will take place on 16th and 17th November 2026.

We would be delighted to show you around our school. Please contact the school directly on 01283 217423 to make the necessary arrangements.

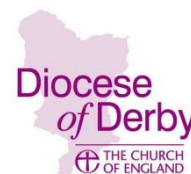
Yours sincerely

Caroline Tipper
Chair Of Governors

HARTSHORNE CofE PRIMARY SCHOOL

APPOINTMENT OF HEADTEACHER

Information for Candidates



Hartshorne CofE 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>	12 April 2027
<u>Salary</u>	Group 1 ISR L11 – L17
<u>Number on Roll</u>	112
<u>Teaching Establishment</u>	Headteacher + 4.7
<u>Headteacher commitments</u>	None
<u>Management Structure</u>	Headteacher
<u>Support Staff</u>	

Job Description	Hours	Posts
School Business Manager	0	
School Clerk	37 hr	1
Teaching Assistants (General)	193 hr 15 m	6
Teaching Assistants (SEN)		
Senior Midday Supervisors	6 hr 15 min	1
Caretaker	25 hr	2
Cleaner		0

Location

The school is located in the village of Hartshorne close to the town of Swadlincote. It is surrounded by the South Derbyshire Countryside near the villages of Repton and Ticknall. It is within easy reach of Melbourne, Ashby de la Zouch and Burton Upon Trent. Local places of interest include Calke Abbey, Foremark Reservoir, Staunton Harold and Conkers.

Accommodation

The school is located on a small site centred around a traditional Victorian building which houses 2 classrooms, a hall, library, utility room, staff room, school office and small nurture room. As well as this, there is a more modern adjacent building which houses 2 further classrooms and the Governor-Run Nursery.

Outside there are 2 playgrounds, a school field, outdoor learning area and staff car park.

Midday meals are cooked at a local school and transported for service on the premises by the Derbyshire County Council Catering Service.

OFSTED Inspection

The school was inspected in June 24 and was judged to be a 'Good' school.

SIAMS Inspection

The school was inspected in Nov 22 and was judged to be a RI Church School.

Financial Budget

The school's basic school budget for this financial year is £711,032

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

Closing date for applications is 29th October 2026.

It is intended that interviews will take place on 16th and 17th November 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.



DERBYSHIRE COUNTY COUNCIL

Hartshorne CofE Primary School

APPOINTMENT OF HEADTEACHER

Job Description

Post Title: Headteacher

Responsible to: The Governing Board of Hartshorne CofE Primary School

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

Shaping the Future

The Headteacher will work in collaboration 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.
- 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 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 and thrive; promoting a high level of team morale.

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 body.
- Develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.

3

- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- Work closely with the governing body (providing information, objective advice and support, as well as encouraging learning walks and welcoming governors to school events.) 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.
- 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.
- Champion community collaboration, working hand-in-hand with our PTA to drive impactful fundraising.
- Establish excellent communication channels with parents, ensuring they are fully informed, engaged and valued as partners in their child's education.
- 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.
- Develop a strong school Christian ethos which promotes teamwork, theological knowledge and understanding, celebrate diversity and inclusion.



DERBYSHIRE COUNTY COUNCIL
Hartshorne CofE 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) - Evidence of recent relevant Continuing Professional Development. - NPQH is desirable - A relevant graduate qualification is desirable. - A relevant post graduate qualification is desirable.	A A, I A A A
Experience - Significant recent and relevant experience as a Headteacher, Deputy or Assistant Headteacher is essential - A recent senior leadership post with whole school responsibility for at least 3 years is essential - A proven track record of successful leadership is essential - Successful experience of raising achievement - Working with and engaging the involvement of external partners and the local community including Local Authority and Diocese would be desirable - Successful teaching of pupils across the primary 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 Knowledge and understanding of current issues and best practice including: - Safeguarding children and young people - What constitutes a good school - The process of strategic planning and school self-evaluation	A, I I A, I

• 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, the Diocese and of the requirements for accountability	A, I I I I A, I I I
• 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 • School Specific: • Issues particular to small schools • Specific requirements arising from Voluntary Controlled status • Governor run nursery	A, R I I I A, I A, I A, I

Measurements: A = Application I = Interview R = Reference	
Personal and Professional Qualities • 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 across the whole school, 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	I I, R I I, R 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 in partnership with the Governors.	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
• A commitment to supporting and promoting the strong Christian ethos of the school	A, I