

New Mills Primary School

HAPPY, HEALTHY, HIGH ACHIEVERS

Headteacher Recruitment Pack



Contents:

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

Headteacher:
Ms C. Taylor



School Website:
www.newmills-pri.derbyshire.sch.uk

Meadow Street
New Mills
High Peak
SK22 4AY
☎ 01663 744453

05 March 2026

Dear Applicant

Thank you for your interest in the post of Headteacher at New Mills Primary School.

New Mills Primary is an extremely popular oversubscribed single-form entry school in a thriving community and a beautiful setting. The school has a reputation for high standards of behaviour, achievement and inclusivity. We strive to create a happy, friendly, and caring learning community. We want everyone to enjoy coming to our school. In our last three Ofsted inspections we were graded 'Good'.

The school has bright and airy classrooms with interactive whiteboards and very extensive grounds which the children enjoy full use of daily are a major asset for outdoor learning and sports. We have recently installed a new library with the support of the PTA and the local community and the children have been excited to start using it.

We have a highly committed team of professional and dedicated staff who are highly motivated and committed to the school, and the development and wellbeing of our children. This includes a full and established SEND team.

Our current Headteacher will be retiring at the end of the summer term, so we are looking to appoint a new Headteacher to begin at the start of September 2026. The school has flourished under her leadership, and we are looking forward to the opportunity of appointing a talented and inspiring leader to continue the good work and continue to support the ethos of the school.

The school also has a very active PTA who are highly successful in raising funds to support the school.



05 March 2026

The Governors are highly committed to the school's long-term development and success, and we will fully support our new Headteacher in all necessary training requirements and ensuring that they maintain a good work/life balance.

We are looking to appoint a Headteacher with a proven track record of leadership and drive within their current or previous schools who can:

- Continue to promote inclusive teaching and learning practice and raise academic standards for all groups of pupils,
- Provide vision and strong leadership through a restorative approach in line with the school's ethos,
- Demonstrate excellent communication skills, at all levels,
- Continue the existing strong partnerships within the school community

The school has been a leading member and champion of collaboration with other local schools through the PEGS (Peak Edge Group of Schools) relationship. This has been successful in enabling all of our local schools to share experience and best practice.

We encourage you to look at our website and read our prospectus which will help you in understanding the context of our school and our priorities. Please look carefully at the job description, person specification and school context information provided in the application pack and ensure that you have demonstrated how you meet the criteria of the post.

We are immensely proud of our school and would encourage you to arrange a visit prior to your application. Please contact the school office on 01663 744453 and one of our office staff will be happy to make an appointment for you.

We also highly recommend viewing the two virtual-tour videos on our website which will give you a flavour of the school. We very much look forward to receiving your application.

Yours sincerely

David Cupit
Chair of Governors
New Mills Primary School





NEW MILLS PRIMARY SCHOOL

APPOINTMENT OF HEADTEACHER

Information for Candidates

New Mills 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 2 Individual School Range L12 - L18
<u>Estimated Number on Roll</u>	216
<u>Teaching Establishment</u>	Head + 7.83
<u>Head teaching commitment</u>	None scheduled
<u>Management Structure</u>	Leadership Team - Headteacher - Assistant Headteacher responsible for; SEND and Inclusion

Support Staff

Role	Hours	Posts
School Business Officer	25	1
School Business Officer	20	1
Clerk to Governors	1.45	1
Teaching Assistants & 2 HLTAs	210	7
Midday Supervisors	50	7.4
Caretaker	32.5	1
Cleaner	19.50	2
Wraparound Care	22.5	3

Our Vision

Our school is a safe, happy home nestled amongst a vibrant community, with rolling hills and rivers that have carved an industrial history. Deep at our heart is a resilience, created by risk-taking and a passionate life-long love of learning. It empowers you and fills you with confidence, it encourages you to embrace the next chapter of your learning journey.

Everywhere you turn, you will see celebrations of curiosity and uniqueness, founded on mutual respect and kindness. The strong walls support you, keep you safe and secure. The light streams through the windows and shines upon a bustling family, all brimming with positive energy, and a shared feeling of togetherness.

In our happy home you shall thrive.

This vision underpins our commitment to high standards, inclusive practice, strong safeguarding and continuous school improvement.

Our Mission

New Mills Primary School is where everyone empowers all to be their very best. We ...

- accept everyone for their uniqueness
- promote kindness and positivity
- encourage learners to take risks to build confidence and resilience.

Location

The school is located in the small town 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. It is within easy commuting distance of Manchester, Stockport and Sheffield.

Accommodation

The school is located in one well-maintained building. The building houses 7 well sized classrooms, 5 small group rooms, a large school hall, a staff room (with cooking facilities), a stunning new library, a Headteacher's office, and a school office with a separate reception area.

Outdoors we have spacious grounds with 5 hard surface play areas, expansive grass areas, a poly-tunnel and wildlife and woodlands areas. These are used extensively for Outdoor Play and Learning (OPAL), Daily Mile, outdoor learning, sports and other curricular activities.

SEND Team

The school benefits from a well-established and specialist SEND team. The team are responsible for overseeing the impact of the SEND code of practice, and ensuring inclusive practice impacts positively on children's learning and SEMH needs. They have a deep awareness of neurodiversity, autism, sensory needs and emotional barriers to learning and attendance. SEND teachers quality assure, monitor and review Learning Plans and ensure accurate data and record keeping are kept. The team includes: 2 qualified teachers specialising in SEND (0.5 and 0.6), a pastoral Lead (also a qualified teacher) (0.7), and SALT (0.1). The SENDCo is both a class teacher and assistant Head. The team is further supported by a family support worker and animal therapist.

PEGS – Peak Edge Group of Schools

The school is part of a formal collaboration with a network of 15 nursery/infant/primary schools and 2 high schools. The group meets half-termly and is a valuable support network.

Consultants

During the past few years, the school has worked closely with consultants for leadership, literacy, phonics, EYFS and numeracy. Staff have had access to superb CPD opportunities. As a result, New Mills Primary is in a good position going forwards to achieve high standards.

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

PTA

The school has a very active and committed PTA group. They meet regularly, complete fundraising activities on behalf of the school and work with staff and parents to provide the children with enrichment learning opportunities and resources.

Wrap-around Childcare

We have recently taken part in the Early Adopters Breakfast Scheme – this has been very successful with up to 80 children regularly attending. Our Wraparound care is run internally by staff who know our children very well. It runs from 7:30am to 6pm and utilises the school hall. Our pricing is very competitive.

Secondary Education

Most pupils that attend New Mills Primary School from the normal area transfer to New Mills School, an 11 to 16 Comprehensive School which is part of the Peak 11 Federation.

OFSTED Inspection

The school was inspected in June 2023 and was judged to be a 'Good' school.

Safeguarding

The school has a strong safeguarding culture. We use an electronic recording system and every member of the team understands the importance of safeguarding children.

Financial Budget

The school's basic school budget for this financial year is £1,088,482. In addition, there is extra eligible funding of £55,069 for high needs and £67,325 for pupil premium. Each year we have been able to set a balanced budget. Our pupil numbers are stable, and we have been oversubscribed for reception entry for several years.

Applications

Candidates should submit applications **online** on a Derbyshire County Council (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, CVs should not be attached.

If preferred, **postal application forms** are available from 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.

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 **Monday 27th and Tuesday 28th April 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: Sunday 12th April 2026



NEW MILLS PRIMARY SCHOOL

APPOINTMENT OF HEADTEACHER

Job Description

- Post Title:** Headteacher
- Responsible to:** The Governing Board of New Mills Primary School
- Responsible for:** All staff employed to work at the school, contractors and other visitors to the school
- Main purpose:** The Headteacher is responsible for the internal organisation, management and control of the school, in accordance with current statutory requirements and instruments of government of the school.
- The Headteacher will provide professional leadership for the school, which secures its success, ensuring high quality education for all its pupils and continued improvements to enhance the overall efficiency and effectiveness of the school.
- The Headteacher will undertake the professional duties as set out in the current School Teachers' Pay and Conditions Document relating to the conditions of Employment of Headteacher. These duties will be carried out in accordance with the National Standards for Headteachers as published by the DfE.

Shaping the Future

The Headteacher will work closely with the Governing Board to support our shared vision and strategic plan which inspires and motivates pupils, staff and all other members of the school community.

The Headteacher will:

- Ensure the vision for our school is clearly articulated, shared, understood, acted upon and updated by all members of its community.
- Continue the work within the school community to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement in all areas.
- Demonstrate vision and values in everyday work and practice.
- Lead, motivate and work with colleagues in school to create a positive school environment and a progressive collaboration of professionals, preparing all colleagues for the next steps in their careers.
- Motivate and work with colleagues in the PEGS collaboration of schools, creating and developing progressive and supportive professional associations in the High Peak.
- Provide opportunities for professional development of colleagues across the cluster of schools, inspiring professionals towards middle and senior leadership through shared mentoring and coaching approaches.

- Ensure creativity, collaboration and innovation achieves excellence for all.
- Ensure that strategic planning and the school culture and curriculum take account of diversity, values and experience of the school and our PEGS community at large.
- Ensure that inclusion of all pupils is central to all policies and procedures and across all aspects of school life.

Managing the Organisation

The Headteacher will provide effective management of the school and will seek to continuously improve organisational structures based on rigorous and moderated self-evaluation.

The Headteacher will:

- Take responsibility for safeguarding and promoting the welfare of children. Ensure that the school's policies and procedures relating to safeguarding children and child protection are fully implemented and followed by all staff, and that staff, pupils, parents and others feel able to raise concerns and that these are addressed sensitively and effectively. Lead the L1 training of all adults in school in line with the school's policies around safeguarding.
- Maintain an organisational structure, which reflects school values and enables the management systems, structures and processes to work effectively in line with legal requirements.
- Work with staff and Governors to produce and implement clear, evidence based school improvement plans and policies. Engage with colleagues in our cluster group of schools to develop the aims and actions of the PEGS cluster are actioned and support professional progression and pupil progress across all institutions.
- Develop a culture of accountability and responsibility in all staff, including Senior Leadership Team (SLT), for pupil performance, attainment and welfare.
- 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.
- Create leadership roles across the school that support professional progression and help accelerate pupil progress in all areas.
- Manage the schools financial and human resources effectively and efficiently to achieve the school's educational goals and priorities.
- Manage the provision of additional learning opportunities for all pupils outside of the school day.
- Manage and develop our extended school provision including our free breakfast clubs and after school provision.
- Ensure that the range, quality and use of all available resources are monitored, evaluated and reviewed improving the quality of education for all pupils and providing 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 holding the highest expectations, maintaining and evaluating outcomes,

achievement and pupil progress and establishing a successful learning culture, which will impact on the experience of all pupils in our school.

The Headteacher will:

- Ensure a consistent and continuous moderated and monitored school-wide focus on pupil's achievement, using a wide range of information to monitor progress in every pupil's learning.
- Ensure that learning is at the centre of strategic planning and resource management.
- Establish creative, responsive, effective and collaborative approaches to learning and teaching.
- Promote and develop outstanding teaching and learning to meet the needs of every child in our school.
- Ensure that there is a culture and ethos of challenge and support, where all pupils can achieve success and enjoy being fully engaged in their own learning.
- Develop a programme of activities beyond the set curriculum that support as wide and challenging and exciting a range of activities as is possible for our pupils.
- Demonstrate and articulate high expectations and ensure inclusion of all pupils.
- Implement strategies and promote targeted bespoke approaches to secure the highest standards of behaviour and attendance for all pupils.
- Develop, organise and implement a diverse and creative curriculum measuring impact of curriculum change.
- Challenge underperformance at all levels and ensure action is taken to secure improvement.
- 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.

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 enable other to achieve.

The Headteacher will:

- Work with the LA (ASIA service) providing school improvement self-evaluation advice, school improvement review and Headteacher performance management to Headteacher and Governors in LA schools.
- Acknowledge the responsibilities and celebrate the achievements of all staff (both individually and as teams).
- Treat everyone fairly, equitably and with dignity and respect to create and maintain a positive school culture for all.
- Work with Governors to build a collaborative and professional learning culture within the school and the PEGS cluster of schools; creating an effective and exciting learning community.
- Develop new, and maintain effective, strategies and procedures for staff induction, professional development and progress in line with performance management procedures.
- Seek ways to involve parents/cares and the wider community in the life of the school, making them feel welcomed and building of the support they offer.

- With the Governors regular review own practice and achievements, set personal targets and take responsibility for own personal development. Take account of feedback from others. Share personal skills widely.
- 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 community and is accountable to a range of groups, pupils, parents, carers, Governors, PEGS colleagues 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 pupils.
- Fulfil commitments arising from contractual accountability to the Governing Board.
- Develop a school and cluster ethos enabling everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Ensure staff accountabilities are clearly defined, understood and agreed with rigorous review, monitoring 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.
- Present accurate and coherent accounts of school and pupil performance to a range of audiences, including Governors, parents and carers.

Strengthening Community

The Headteacher should engage with the local community and PEGS colleagues to secure equity, entitlement and excellence. They should ensure collaborative approaches are in place with a wide range of partners to bring positive benefits for our pupils.

The Headteacher will:

- Create and promote positive strategies for challenging discrimination or prejudice in any form.
- Ensure learning experiences for pupils are linked and integrated with the wider community whenever and wherever possible.
- Lead, support and contribute to the development of cluster schools; sharing effective practice, working in partnership, promoting innovative initiatives and ensuring collaboration is at the heart of everything.
- 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 careers to support and improve pupils' achievement, progress and personal development.
- Seek all opportunities to invite parents and carers, community figures, business and 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 maintain effective partnership for purpose of transition to and from the school.



NEW MILLS PRIMARY SCHOOL APPOINTMENT OF HEADTEACHER

Person Specification

Measurements: A = Application 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 	<p>A</p> <p>A, I</p>
<p>Experience</p> <p>Candidates should have:</p> <ul style="list-style-type: none"> • Significant recent and relevant experience as a Headteacher, Deputy or Assistant Headteacher • A recent senior leadership role for at least 3 years • Experience of planning, determining, and organising major curriculum areas and developing the broader curriculum • Successful experience of strategies to improve teaching and learning to raise achievement for all pupils • Experience of collaborative working in partnerships with other schools and external partners • Successful teaching of pupils in more than one Primary Key Stage would be desirable 	<p>A, I, R</p> <p>A, I</p> <p>A, I</p> <p>I, R</p> <p>A, I</p> <p>A, R</p>
<p>Knowledge and Competence</p> <p>Candidates should have the professional competence and expertise to:</p> <ul style="list-style-type: none"> • Lead the safeguarding of pupils under the school's care and ensure that we prioritise their welfare and safety • Apply appropriate strategies and resources to meet the needs of our neurodivergent children and the development of our SEND team • Develop the process of strategic planning, linking school development, performance management and self-evaluation • Utilise comparative data and performance indicators to establish benchmarks and set targets for improvements • Apply the principles of effective teaching and assessment for learning • Utilise high order analytical and problem-solving skills and make informed judgements • Be aware of National policy framework and current educational legislation and initiatives 	<p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>I</p>

<ul style="list-style-type: none"> • Understand the roles and responsibilities of Governing Board, LA and of the requirements for accountability • Be confident in school budget management and financial responsibilities • Embrace equal opportunities and commitment to their pursuit • Be aware of legal issues relating to school management • Apply new technologies to teaching, learning and management when appropriate 	<p>I</p> <p>A, R</p> <p>I</p> <p>A, I</p> <p>I</p>
<p>Leadership Skills Candidates should demonstrate their ability to:</p> <ul style="list-style-type: none"> • Embrace the principles of our shared vision and mission statement for the school as applicable to children, staff and the wider school community • Inspire, motivate staff, pupils and the wider community and engage their active commitment • Understand and appreciate the school's current strengths and the ways in which these might be further developed • Lead on the school's inclusion strategy to ensure that inclusive practice impacts positively on children's learning • Support and develop team working across the whole school community • Create an environment where all pupils and staff can thrive, including good attendance and behaviour for learning • Fulfil the role of lead professional in classroom practice • Project the school in a positive way and maintain and develop the relationships with the school in the local community • Prioritise and manage time effectively, maintaining an appropriate work/life balance for all members of staff 	<p>A, I</p> <p>I, R</p> <p>I</p> <p>I</p> <p>A, I</p> <p>A, I</p> <p>I, R</p> <p>A, I</p> <p>A, I</p>
<p>Personal Qualities Candidates should have:</p> <ul style="list-style-type: none"> • 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 • Commitment to the welfare and safeguarding of young people • Commitment to ensuring inclusion, addressing diversity and access • Commitment to own personal and professional development and that of all staff • 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 engage parents and carers in supporting children's learning • Commitment to collaborative working and networking with others, within and beyond the school to build and sustain a learning community 	<p>I, R</p> <p>I</p> <p>I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>I, R</p> <p>A, I</p>

- | | |
|--|------|
| <ul style="list-style-type: none">• The ability to form and maintain appropriate relationships and personal boundaries with young people | I, R |
|--|------|

March 2026