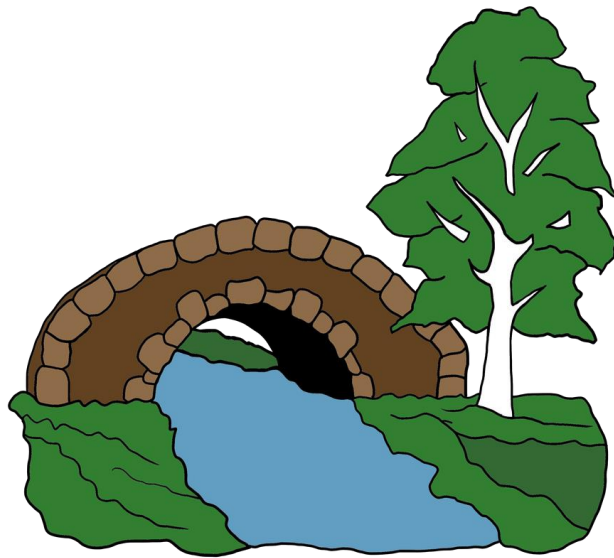


Norbriggs Primary School

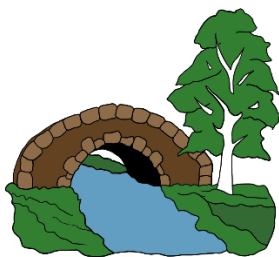
Where Every Child Counts

Headteacher Recruitment Pack



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2. Our School – Information for Candidates
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Norbriggs Primary School
7 Norbriggs Road
Woodthorpe
Mastin Moor
CHESTERFIELD
S43 3BW

26 November 2024

Dear Candidate

The children, staff, Governors and parents would like to thank you for expressing an interest in the Headship of our school. We are extremely proud of our school and pleased with the current evaluation summary which rates us 'Good'. The Governing body is seeking to appoint a candidate who will have the passion, drive and inspiration to continue with us on our journey.

Our latest Ofsted report shows the number of children supported here by Pupil Premium is above national average. In addition, we currently work closely with the Multi Agency Teams to support a number of families, and the successful candidate will continue with this vital work.

As a school we are totally committed to building on the work that has already been done towards raising standards across all areas of the curriculum and promoting the holistic education of each young person in our care. Although we have already made a lot of progress, we are not prepared to rest on those achievements. Like all schools, we want the best for and from our children, so we look forward to the ongoing challenge of lifting them even further.

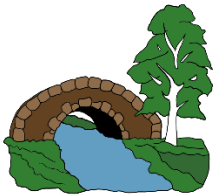
At Norbriggs Primary School we all work together to provide high quality education for every child in partnership with parents. All the staff work as a team to create a secure and happy atmosphere where every child can achieve their potential and are confident to succeed.

You are welcome by staff and Governors to visit our school in preparation for your application and we would encourage you to also take a look at our website for more information.

The closing date for application is Thursday, 6th February 2025, with a two day interview process scheduled to take place on Monday, 25th & Tuesday, 26th February 2025

Yours sincerely

Mr Karl Richardson
Chair of Governors



Norbriggs Primary SCHOOL

APPOINTMENT OF HEADTEACHER

Information for Candidates

Norbriggs 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 2025
<u>Salary</u>	Group 2 Individual School Range L12 – L18
<u>Estimated Number on Roll</u>	164 excluding Nursery, but this is set to rise by 130 pupils over the next 13 years due to significant house building.
<u>Teaching Establishment</u>	Headteacher +8.4
<u>Head teaching commitments</u>	None
<u>Management Structure</u>	Headteacher, Deputy, EYFS lead with TLR, Pastoral Care Manager 0.5FTE, SENCO 0.4FTE, Business Manager, TA Team Leader

Support Staff

Job Description	Hours	Posts
School Business Manager	37	1
School Clerk	12	1
Teaching Assistants (General)	216	8
Teaching Assistants (SEN)	185	7
Senior Midday Supervisors	0	0
Caretaker	25 + 12 hrs overtime	1
Cleaner	30	2

Location

The school is located near the town of Chesterfield. The school has easy access to the Peak District National Park, Sheffield and Derby. It is very close to Junction 30 of the M1.

Accommodation

The school is located in 2 buildings at present with a third under construction.

The main building was built in 1971. It is a claps building that has outlived its predicted lifespan and is in need of some refurbishment, particularly windows and doors.

There is a separate Reception classroom that was built in 2011.

Under construction is a 4 classroom block that will contain a small group intervention room, cleaner store and sprinkler system.

The main building has a Nursery and secure Nursery outdoor learning area, 6 classrooms, ICT suite, library, large hall, kitchen, staff room, intervention room, 2 small offices for SENCO and interventions, Business Manager's office and Headteacher's office. All spaces are used for group work and interventions.

Outside there are 2 hard surface play areas, a garden/play area, large secure playing field and extensive school grounds that are used for forest school and other enrichment activities.

Midday meals are served on the premises by the Derbyshire County Council Catering Service but this is currently under review.

OFSTED Inspection

The school was inspected in February 2023. It was an ungraded inspection but the school was judged to still be a 'Good' school.

Financial Budget

The school's basic school budget for this financial year is £997,100.

Plus, extra eligible funding estimate £372,549 (including £144,960 pupil premium funding, £17,555 teacher grant, £17,425 sports premium, £50,461 SEN Top Up funding, £63,868 EYFS funding. These are some of the main income streams).

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

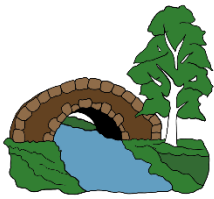
It is intended that interviews will take place on 25 and 26 February 2025.

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 6 February 2025

Visits to school are warmly welcomed. Please contact Laura Burgin, Business Manager, on 01246 473398 to arrange a time.



Norbriggs Primary School

APPOINTMENT OF HEADTEACHER

Job Description

- Post Title:** Headteacher
- Responsible to:** The Governing Board of Norbriggs 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 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 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:

- 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 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.

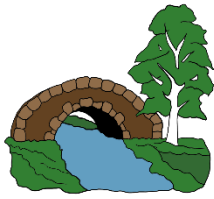
- Develop and present a coherent, understandable, and accurate account of the school's performance to a range of audiences including governors, parents, and carers.

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



Norbriggs 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> <ul style="list-style-type: none"> Significant recent and relevant experience as a Headteacher, Deputy, or Assistant Headteacher Recent experience in a similar school setting 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 the primary phase Planning, determining, and organising major curriculum areas 	<p>A, I, R</p> <p>A, I</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 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