Chapel-en-le-Frith C of E VC Primary School

LEARNING FOR LIFE

Headteacher Recruitment Pack

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Chapel-en-le-Frith C of E VC Primary School
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High Peak
SK23 0NL
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Headteacher: Jacqueline Barber

29 April 2026

Dear Colleague,

Thank you for your interest in the post of Headteacher at Chapel-en-le-Frith CofE VC Primary School.

We are a large, welcoming primary school at the heart of our Derbyshire community in the Peak District, educating children from Nursery through to Year 6. Our Christian ethos underpins all that we do and is lived out through our strong commitment to inclusion, care, respect and high expectations for every child. We value the individuality of our pupils and work hard to ensure that all children, whatever their starting points or needs, are supported to thrive academically, socially and emotionally.

A key strength of our school is our Enhanced Resource Provision, which plays an important role within the school and the wider local authority offer. Inclusion is not viewed as an add-on at Chapel-en-le-Frith Primary School; it is central to our identity and culture. Staff work collaboratively to ensure that children accessing the Enhanced Resource Provision are fully included in the life of the school, and that high-quality, specialist support sits alongside strong classroom practice. We are proud of the inclusive ethos that this creates for all pupils.

Our most recent Ofsted inspection judged the school to be 'Good', recognising the positive culture we have established, the strong relationships across the school community, and the shared commitment of leaders and staff to continual improvement. Pupils feel safe and enjoy learning within a broad and ambitious curriculum. Governors take seriously their responsibility to support and challenge school leaders in sustaining and strengthening this work. In addition, our recent SIAMS inspection affirmed the strength of our Christian vision and the way it supports inclusion, wellbeing and the flourishing of all pupils and adults. Governors take seriously their responsibility to support and challenge school leaders in sustaining and strengthening this work.

As we look ahead, we are seeking a Headteacher who will build confidently on our existing strengths while providing clear, strategic leadership for the next stage of the school's journey. The successful candidate will be someone who shares our values, champions inclusive practice and understands the importance of leading a school with both mainstream and enhanced provision. They will bring warmth, clarity and purpose to the role, with high expectations for teaching and learning and a strong commitment to pupil wellbeing.

29 April 2026

We are particularly keen to appoint a leader who can:

- provide a clear and inclusive vision for continued school improvement
- further develop inclusive practice across the school and within the Enhanced Resource Provision
- support and inspire staff through effective leadership and professional development
- ensure that high-quality teaching and learning remains at the heart of the school
- work in close partnership with parents, governors, the local authority and the wider community

In return, we offer a supportive and committed Governing Board, a skilled and dedicated staff team, enthusiastic pupils who are keen to learn, and a community that values and supports its school.

We warmly welcome visits to the school, as we believe that seeing Chapel-en-le-Frith CofE VC Primary School in action is the best way to understand its ethos, strengths and inclusive culture. Details of visit arrangements, along with key dates for the recruitment process, are included in the information pack.

We look forward to receiving your application and learning more about how your experience, skills and values could help lead our school forward.

Yours sincerely,

Emma Mahon
Chair of Governors
Chapel-en-le-Frith CofE VC Primary School

Chapel-en-le-Frith C of E VC Primary School

APPOINTMENT OF HEADTEACHER

Information for Candidates

Chapel-en-le-Frith C of E VC 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 1 September 2026 / 1 January 2027

Salary Group 3
Individual School Range L19 - L25

Estimated Number on Roll 495

Teaching Establishment Headteacher + Deputy Headteacher + 18 FTE

Management Structure Headteacher + Deputy + Assistant Headteacher

Support Staff

Job Description	Hours	Posts
School Business Manager	**37**	**1**
School Clerk	**121.5**	**4**
Teaching Assistants (General)	**310**	**10**
Teaching Assistants (SEN)	**830.90**	**26**
Senior Midday Supervisors	**54.75**	**8**
Caretaker	**17.5**	**1**
Cleaner	**40**	**4**

Location

The school is located near the town of Chapel-en-le-Frith. The town is surrounded by the Peak District National Park and close to Sheffield/Chesterfield and Stockport. There is good access to major road and rail networks.

Accommodation

The school is located in a well maintained building dating back to 2000 for the KS1 building when the schools were amalgamated. The building houses 18 classrooms, 2 halls, a staff room, a library, a servery, a kitchen, a pupil kitchen, office spaces with a separate office space for Head/Deputy and Assistant Headteachers each.

Outside there is a large amount of space with a large field and separate playgrounds for EYFS, KS1 and KS2. The site is well secured in the day and all external doors are key coded and outside gates locked during the day.

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

OFSTED Inspection

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

SIAMS Inspection
The school was inspected in May 2025 and was judged to be a Good Church School.

Financial Budget
The school's basic school budget for this financial year is £2,390,800
Plus, extra eligible funding
Early Years Funding £146,236
High Needs Funding £269,613
Pupil Growth £1752
Pupil Premium £188,725
(Please include any extra funding your school is eligible for e.g. Early Years Funding (nursery hours), 6th form funding, Pupil Growth (KS1 funding), High needs funding

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 29th June and 1st July 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

14th June 2026

Chapel-en-le-Frith C of E VC Primary School

APPOINTMENT OF HEADTEACHER

Job Description

Post Title: Headteacher

Responsible to: The Governing Board of Chapel-en-le-Frith C of E VC 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, 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 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.

- Demonstrate and uphold a Christian ethos.

- Ensure an inclusive culture.

Chapel-en-le-Frith C of E VC 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)	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/outstanding 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, the Diocese 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
• The school welcomes / will consider applications for job-share or co-headship	

• A commitment to supporting and promoting the strong Christian ethos of the school	A, I