

Crich Junior School

Our happy, caring community school

Headteacher Recruitment Pack



Crich Junior School
our happy, caring, community school

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Crich Junior School
Crich
MATLOCK
DE4 5DF
Tel: 01773 852384

27 February 2026

Dear Applicant,

Thank you for your interest in the post of Headteacher at Crich Junior School. I am delighted that you are considering leading our school and I hope this letter adds a personal perspective to the information elsewhere in this pack.

This opportunity arises following the retirement of our current Headteacher whose 20 years of service - including 5 years as Head - have left a lasting legacy. Crich Junior School has a strong culture, clear identity and deep-rooted sense of community, all of which the Governing Body values highly.

Crich Junior School is a school with a great deal to be proud of - it is a place where children are known well, where staff work with confidence and professionalism, and where families feel connected to the life of the school. Our ambition is not about changing what already works, but about safeguarding these strengths while ensuring the school continues to grow and respond thoughtfully to the future.

We are fortunate to have an experienced and committed staff team, a positive learning culture and strong foundations on which to build. At Crich Junior School we have a collaborative approach, with staff trusted to lead in areas of expertise and to refine practice together. The Governing Body is committed to working in close partnership with the Headteacher, offering both support and appropriate challenge as the school moves into its next chapter.

Our most recent Ofsted inspection in October 2024 confirmed that Crich Junior School is a 'Good' school and recognised that, "adults get to know [children] very well indeed." and "Pupils feel safe and secure in the knowledge that adults are always looking out for them".

While our academic achievements are strong, we believe that education is about more than data and inspection reports. At Crich Junior School we champion the development of the whole child, offering a vibrant and inspiring enrichment programme that sparks curiosity, creativity, and personal growth beyond the classroom walls.

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27 February 2026

We are seeking a Headteacher who will lead with clarity, warmth and integrity; someone who understands the importance of relationships and who can balance high expectations with care and humanity. The successful candidate will be excited by the opportunity to take on a well-established school, to honour its history and values, and to shape its future alongside a capable and motivated team.

I highly encourage you to visit us to experience the character of Crich Junior School firsthand to meet the pupils and staff who make it such a special place to learn and work. To arrange a visit, please contact the School Office at:

info@crich-jun.derbyshire.sch.uk or 01773 852384.

On behalf of the Governing Body, thank you for your interest. We look forward to meeting candidates who share our ambition for our children and our pride in this community.

Yours sincerely,

Daniel Anderson
Chair of Governors - Crich Junior School



CRICH JUNIOR SCHOOL

APPOINTMENT OF HEADTEACHER

Crich Junior School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Information for Candidates

<u>Date of Appointment</u>	1 st September 2026
<u>Salary</u>	Individual School Range L8 – L14
<u>Estimated Number on Roll</u>	88
<u>Teaching Establishment</u>	Head + 3.1
<u>Head Teaching Commitment</u>	None
<u>Management Structure</u>	Head

Support Staff

Job	Hours	Posts
School Business Assistant	30	2
Teaching Assistants	127.5	4.6
ICT Admin	3.42	1
Midday Supervisors	14.16	2

Location

The school is located in the village of Crich on the edge of the Derbyshire Dales. It is within close distance of the towns of Matlock, Ripley and Alfreton with good transport links to the A6, A610 and M1.

Accommodation

The school is located in a well-maintained Victorian building. The building houses 3 classrooms, a very small hall, a library, HT office and admin office/staffroom. The school is currently in the process of applying for an extra classroom.

Outdoors there is a hard surface play area, a wildlife garden and a playing field which also contains our polytunnel and growing beds. There is also the recent addition of a Rotunda in the school grounds providing a versatile space for extended learning. Fantastic facilities for a small school.

School Meals are provided by Derbyshire County Council and transported in from Ripley Kitchen. The meals are served off-site at the Comrades Club – 50 yards from the school.

Secondary Education

The normal area transfer school is David Nieper in Alfreton. Most pupils transfer to either Anthony Gell School at Wirksworth or Highfields School in Matlock.

OFSTED Inspection

The school was inspected in October 2024 and judged to be a 'Good' school in all areas.

Financial Budget 2025/26

The school's basic school budget for this financial year is £521,702. Pupil Premium Funding for this year is £45,880*

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.

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 23rd and 24th April 2026.

Candidates selected for the interviews 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 on headship.recruitment@derbyshire.gov.uk.

The Governors will be advised by a Local Authority HR Officer and Education Advisor.

Closing Date: Monday 6th April 2026



Crich Junior School

APPOINTMENT OF HEADTEACHER

Job Description

Post Title:	Headteacher
Responsible to:	The Governing Board of Crich Junior 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 will 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.
- Lead the development of a digital strategy that supports innovation, accessibility and high-quality learning for all pupils.
- Embed a whole-school commitment to sustainability and environmental responsibility.

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.
- Ensure full compliance with Keeping Children Safe in Education (KCSIE), including online safety, safer recruitment and a culture of vigilance.
- 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.
- Ensure compliance with GDPR, data protection legislation and cyber-security expectations.
- Develop robust contingency and continuity plans to ensure resilience during emergencies or disruption.

Leading Learning and Teaching

The Headteacher has a central responsibility for raising the quality of teaching and learning.

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.
- Promote evidence-informed practice and engage with national and local research networks.
- Ensure inclusive, adaptive teaching that meets the needs of SEND, EAL and disadvantaged 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 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.
- Promote staff wellbeing and implement strategies to reduce workload and prevent burnout.
- Ensure all staff receive high-quality training in safeguarding, inclusion, digital literacy and mental-health awareness.

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.
- Ensure compliance with statutory duties including safeguarding, SEND, curriculum, assessment, equality and data protection.
- Support Governor development and ensure Governors are equipped to provide effective challenge and strategic leadership.

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.

- Strengthen partnerships with health, social care, police and safeguarding partners to ensure coordinated support for children and families.
- Promote digital citizenship, online safety and responsible use of technology within the community.

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Crich Junior 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) A ● Appropriate leadership and management training, accreditation or qualifications, which may include NPQH, are considered desirable A, I ● Up-to-date training in safeguarding, including online safety, safer recruitment and child protection desirable. A ● Evidence of recent professional development in digital leadership, inclusion or school improvement desirable. A 	
<p>Experience</p> <ul style="list-style-type: none"> ● Significant recent and relevant experience as a Head Teacher, Deputy or Assistant Headteacher A, I, R ● A recent senior leadership post for at least 2 years A, I ● A proven track record of successful leadership A, I, R ● Successful experience of raising achievement through evidence-informed practice or research engagement I, R ● Working with and engaging the involvement of external partners and the local community including multi-agency safeguarding partners (e.g., health, social care, police) A, I ● Successful teaching of pupils in the primary phase A, R ● Planning, determining and organising major curriculum areas A, I 	

Knowledge and Understanding

Knowledge and understanding of current issues and best practice including:

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|---|------|
| ● Safeguarding children and young people | A, 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 |
| ● Digital strategy, cyber-security and GDPR compliance | |
| ● 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 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, including Inclusive and adaptive teaching for SEND, EAL and disadvantaged pupils | I |
| ● Legal issues relating to school management including understanding of contingency planning and operational resilience in schools | I |
| ● Awareness of sustainability and environmental responsibility in school leadership | |

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

<ul style="list-style-type: none">● The ability to form and maintain appropriate relationships and personal boundaries with young people● Commitment to promoting staff wellbeing and supporting a healthy work/life balance● Commitment to promoting digital citizenship, online safety and responsible use of technology	I,R
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