



Headteacher Pack

Table of Contents

- **Welcome Message**
- **Our school**
- **Our Vision and values**
- **Our Curriculum**
- **Advert**
- **Person Specification**
- **Job Description**
- **Recruitment summary**

Welcome message

Dear Candidate,

The Governors, staff, children, and parents of Mickleover Primary School would like to thank you for expressing an interest in the Headship of our school. The Governing body is seeking to appoint a candidate who will possess the drive, vision and inspiration to continue leading us on our journey moving forward. The vacancy has arisen as a result of the forthcoming retirement of our current Headteacher.

We believe that this is an exciting opportunity, and that the successful applicant will be joining a happy and welcoming school. Indeed, we are a school with a strong set of values, and high aspirations for every individual child. As part of the DfE School rebuilding programme we are optimistic to be in our new building in 2026/27, which you will have an opportunity to shape.

We are, therefore, seeking an inspirational leader with the drive to deliver outstanding leadership and management within our school. The successful applicant should be a strong, approachable and supportive leader who is professional, passionate and knowledgeable about the pursuit of teaching and learning in schools; someone who has a love of working with children. A person who will be committed to the continued development and delivery of a diverse and challenging curriculum for all our children.

The person specification provides a more comprehensive list of the qualities we are looking for, but in essence we wish to appoint somebody with the drive and confidence to take the school forward; someone who builds on what is currently excellent and ensures we continue to improve by embracing the opportunities and challenges which are offered in a school such as Mickleover Primary School.

As a school, we are extremely proud with the recent Ofsted evaluation which continues to rate us 'Good', a rating we have sustained over many years. However, as a school we are totally committed to building on the excellent work that has already been achieved with regard to raising standards across all areas of the curriculum whilst promoting the inclusive education of each young person in our care. As Chair of Governors it is a privilege to develop a strong working relationship with the Headteacher. Our enthusiastic governing body is committed to working alongside the head, senior leaders and wider school team to explore how, together, we can further improve the opportunities available for our pupils.

Finally, you are welcome by staff and Governors to visit our school in preparation for your application and we would encourage you to also look at our website for more information. The closing date for the application is 9am Friday, 14th March 2025, with shortlisting week commencing 17th March. Interviews will be a two day process scheduled to take place on Friday 28th March and Monday 31st March

We look forward to hearing from you.

Yours sincerely,



Dr Stephen Handsley
Chair of Governors

Our School

Mickleover Primary School is a thriving, dynamic community where every child is encouraged to dream big, achieve their best, and embrace the joy of learning.

Surrounded by beautiful grounds, including a vast playing field, a spacious playground, and greenery, our outdoor spaces inspire creativity, exploration, and well-being.

Situated on the outskirts of Derby, near the border of South Derbyshire, our school is a place of opportunity, growth, and excellence.

Excitingly, we are part of the DfE School Rebuilding Programme, and by 2026/27, we will welcome pupils into a modern, purpose-built learning environment, designed to enhance education for generations to come.

As a two-form entry Primary School, we are proud to have a dedicated and passionate staff team with expertise across various subjects. Our ambitious curriculum embraces innovation, diversity, and a connections to our community, ensuring that every child's education is engaging, meaningful, and future-focused.



Yr6 football



Annual Carol Service 2024

Our Vision and Values

At Mickleover Primary School, we are committed to nurturing a vibrant and supportive learning community where every child is:

- ✓ Motivated to Learn
- ✓ Proud of Their Achievements
- ✓ Successful and Skilled for Life

How We Make This Happen

We ignite curiosity and enthusiasm by:

- Offering a rich, engaging, and creative curriculum that makes learning fun.
- Ensuring every lesson has purpose and meaning.
- Cultivating a safe, inclusive, and welcoming space where children are eager to learn.
- Delivering high-quality teaching and unforgettable experiences that inspire lifelong learning.



Celebrating Every Achievement

We empower every child to shine by:

- Encouraging them to always strive for their personal best.
- Recognising and developing their unique strengths and talents.
- Valuing and celebrating accomplishments—both in and out of the classroom.

Equipping Children for Future Success

We prepare our pupils to thrive by:

- Setting high expectations for achievement and behaviour in an enriching learning environment.
- Developing skills that will support their next educational steps and help them become confident, active citizens.
- Encouraging responsibility, leadership, and a strong sense of community.
- Connecting children with inspirational role models, including parents and external professionals, to broaden their aspirations.

At Mickleover Primary, we believe every child has the potential to achieve greatness. By fostering a love for learning, recognising individual successes, and equipping our pupils with essential life skills, we are shaping the leaders, innovators, and change-makers of tomorrow.

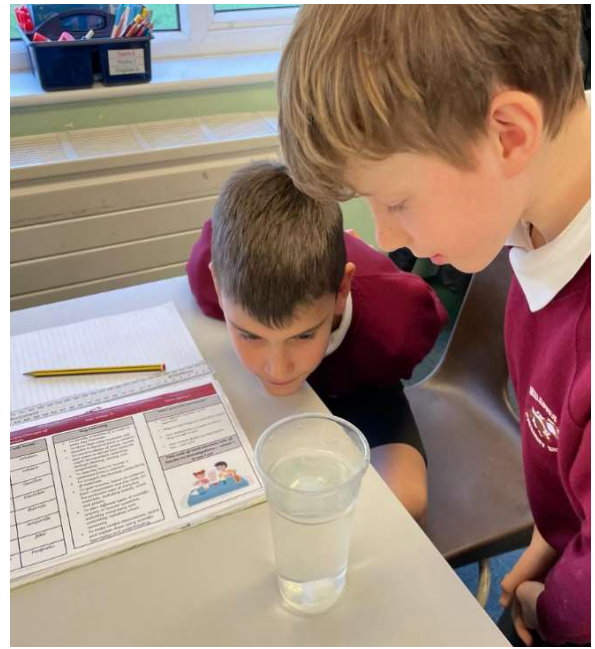
Motivated, Proud, and Successful.



Year 3 Science lesson



Yr2 Marvellous Mathematicians



Maths in action!



Outdoor activities!

Our Curriculum

At Mickleover Primary School, our curriculum is designed with a clear intent: to inspire a love of learning, nurture well-being, and provide enriching opportunities that empower every child to thrive.

A Curriculum that Enriches and Inspires

- At the heart of our curriculum is a strong focus on well-being, ensuring that every child feels safe, valued, and supported. We promote mental, emotional, and physical well-being through:
- A nurturing environment where children develop confidence, self-awareness, and positive relationships.
- A focus on personal development, growth mind-set, and emotional intelligence.
- Encouraging a healthy and active lifestyle through physical education, outdoor learning, and mindfulness practices.



Yr2 Florence Nightingale



Yr6 Winners in the 2024 Football tournament



Yr3 Egyptian Day

Our curriculum is enriched with opportunities that extend beyond the classroom, allowing children to explore new passions, develop key life skills, and connect with the world around them. We achieve this through:



Magnetic Attraction!

- A wide range of extracurricular activities, clubs, and leadership opportunities.
- Inspiring educational visits, workshops, and real-world experiences.
- By embedding well-being, enrichment, and opportunity into our curriculum, we ensure that every child at Mickleover Primary is not only well-prepared for their next stage of learning but also equipped with the confidence, skills, and mind-set to lead a happy, fulfilling, and successful life.

Job Advert

Employer	Derby City Council:
Location	Mickleover Primary School
Salary	L16 – L22 (£72,162- £83,464)
Contract type	Permanent Full time
Contract term	Permanent from January 2026

Following the retirement of our long serving Headteacher, the Governing Body of Mickleover Primary School wish to appoint an innovative, inspirational and experienced professional to lead their school. They will become a strong, visible presence in the local community, nurturing trust and partnership with parents, staff and pupils. Responsible for leading, enhancing and growing the successes of Mickleover Primary School, ensuring that its academic delivery inspires and has impact. The successful candidate will build on the schools strengths and drive further improvement.

We are looking for someone who:

- Has a strong track record in senior leadership with excellent inter-personal and communication skills.
- Has the passion and tenacity to build and communicate a shared vision to lead the school into its next chapter with drive, collaboration and enthusiasm.
- Is aspirational in their approach to the quality of teaching and learning and of the achievement and wellbeing of every child to enable all staff and pupils fulfil their potential.
- Is a confident, collaborative leader who inspires and motivates the whole school community through their commitment, enthusiasm, and dedication to raising standards.
- Creates an environment where staff feel valued, developed, and empowered to be their best.
- Has experience of developing a broad and enriching curriculum, in which all pupils are engaged in their own learning and can personally excel.
- Produces and implements clear, evidence-based improvement plans and policies for the development of the school and its facilities.
- Ensures a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every student's learning.
- Demonstrates a desire to maintain the current inclusive, diverse and nurturing ethos of the school.
- Implements strategies which secure high standards of behaviour and attendance.
- Contributes to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- Builds strong relationships with children, staff, parents, Governors, and the wider community.
- Can establish and oversee systems, processes and policies so the school can operate effectively.
- Manages the school's financial and human resources effectively and efficiently to achieve

the school's educational goals and statutory requirements

- Takes responsibility for safeguarding and promoting the welfare of children.

What the school offers its staff

We are proud to offer:

- Wonderful, enthusiastic, and well-behaved children who are eager to learn and love their school.
- A friendly, happy, inclusive school with strong core values dedicated to continuous improvement.
- A school where children reach their potential across a broad and stimulating curriculum and a wealth of extra-curricular activities.
- A highly skilled, dedicated staff team, a supportive governing body and highly engaged parents and carers.
- Strong emphasis on learning together in a safe, secure, and positive environment.
- Access to other employee benefits offered by our employer Derby City Council including a Headteacher induction programme.

Mickleover Primary School

Appointment of Headteacher

Job Description



Salary	L16 - L22 £72,162 - £83,464
Hours	32.5hrs per week (FTE)
Contract Type	Permanent full time
Reporting to	The Governing Body
Responsible for:	All School Staff

Introduction

The Headteacher will take overall responsibility for the organization, management and conduct of the school in accordance with the Articles of government and the policies of the L.A. in consultation with the Governing Body and the Director – Learning, Inclusion and Skills in Derby City Council.

Purpose of the Role

The Headteacher will work with the Governing Body and senior leadership team to provide vision, direction and inclusive and inspiring leadership for the school. They will be responsible for the effective management of the school to ensure it meets its aims. With support from other stakeholders, including the local authority, the Headteacher is responsible for evaluating the school's performance, identifying opportunities for continuous improvement and raising standards.

The Headteacher carries out duties in line with the conditions of employment as set out in the current School Teacher's Pay and Conditions document and the current National Headteachers' & Teachers' Standards.

School Culture

At Mickleover Primary School, our vision is to create a school community where children are motivated to learn, proud of their achievements, and successful and skilled for life.

The Headteacher will:

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.

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

Uphold ambitious educational standards so pupils from all backgrounds are prepared for their next phase of education and life.

Build positive and respectful relationships across the school community.

Ensure a culture of high staff professionalism, maintaining high standards for self and others.

Lead with integrity, creativity, resilience and transparency to promote and open collaborative culture.

Foster an inclusive and nurturing learning environment where all children safe, valued and motivated.

Teaching

To achieve our school's vision, teaching must be highly effective, enabling all learners to succeed, making strong progress from their starting points.

The Headteacher will:

Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities.

Establish and sustain high-quality teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn.

Ensure teaching is underpinned by high levels of subject expertise.

Ensure effective use is made of formative assessment to inform strategy and decisions.

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.

Ensure a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every student's learning.

Monitor, evaluate and review classroom practice and promote improvement strategies.

Establish creative, responsive, and effective approaches to learning and teaching, setting stretching targets for the whole school community.

Curriculum and assessment

The curriculum at Mickleover Primary School is carefully planned and developed to provide the opportunities pupils need to succeed. It will ensure learning opportunities prepare children for the next stage in their education at our school or elsewhere.

The Headteacher will:

Ensure a broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught.

Implement, monitor, evaluate and review the curriculum and its assessment to identify areas of improvement.

Establish effective curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities.

Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read.

Use reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum.

Take a strategic role in the development of emerging technologies to enhance and extend the learning experience of pupils.

Behaviour

Pupils at Mickleover Primary School are expected to show that they are motivated to learn through their behaviours.

The Headteacher will:

Establish and sustain high standards of behaviour for all pupils, built upon relationships, rules and routines, which are understood by all staff and pupils.

Ensure high standards of pupil behaviour and courteous conduct in accordance with the school's behaviour policy.

Implement consistent, fair and respectful approaches to managing behaviour.

Additional and Special educational needs

Our aim is that all children will be successful. This includes pupils who have additional or special educational needs. The provision at our school should be motivating for all pupils and help them to thrive.

The Headteacher will:

Ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities.

Establish and sustain a culture and practices that enable pupils to access the curriculum and learn effectively.

Ensure the school works effectively in partnership with parents, carers and professionals, to identify the additional needs and provide support and adaptation where appropriate.

Ensure the school fulfils its statutory duties with regard to the SEND code of practice.

Professional development

The staff team at Mickleover are highly motivated, proud of the school's achievements and determined to succeed. In this they need continued support from leaders through professional development in a variety of forms.

The Headteacher will:

Ensure staff have access to high standard professional development opportunities and that opportunities for development are dealt with fairly and consistently.

Develop and maintain effective strategies and procedures for staff induction, professional development, and performance management.

Have awareness of current developments in education and share these so that the knowledge base across the school grows.

Undertake regular review of their own practice and achievements, set personal targets and take responsibility for their own personal development.

Organisational Management

The day-to-day running of the school is essential. This includes any significant projects which need to be managed (e.g. school building improvements). It is achieved through effective management of people and resources.

The Headteacher will:

Ensure the protection and safety of pupils and staff (including their welfare, physical and mental health) through effective approaches to safeguarding as part of the duty of care.

Allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds.

Ensure the work undertaken by staff is allocated, supported and planned, ensuring clear delegation of tasks and responsibilities.

Develop and maintain effective strategies and procedures for staff recruitment, induction, professional development, performance management and maintaining the work life balance of all staff.

Establish and oversee systems, processes and policies so the school can operate effectively and efficiently.

Produce and implement clear, evidence-based plans and policies for the development of the School and its facilities.

Ensure rigorous approaches to identifying, managing and mitigating risk.

Continuous School Improvement

Staff and governors are proud of our achievements, but we also recognise that there are opportunities to improve our policy and practice. We seek to identify high quality practice that will provide further opportunities for pupils and staff to succeed.

The Headteacher will:

Make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness, and identify priority areas for improvement.

Develop, implement and monitor clear, evidence based improvement plans and policies for the development of the School and its facilities.

Ensure creativity, innovation, and the use of appropriate new technologies to achieve excellence.

Ensure management, finance and administration of the school supports its aims and objectives.

Monitor progress towards achieving the school aims and objectives.

Working in partnership

There are a wide range of partners with whom the school works. This includes other schools in the city, the local authority and specific agencies. These partnerships may vary according to the needs of the school at any one time, but we recognise the value in collaboration with others, benefitting from their experience and expertise as well as our own knowledge and skills within the school team.

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.

Create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development.

Forge constructive relationships beyond the school, working in partnership with parents, carers and the local community.

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.

Commit their school to work successfully with other schools and organisations in a climate of mutual challenge and support.

Establish and maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils.

Contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.

Governance and accountability

The school has a clear governance structure which offers support and challenge to the senior leadership team.

The Headteacher will:

Understand and welcome the role of effective governance, including accepting responsibility.

Establish and sustain professional working relationship with those responsible for governance.

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.

Ensure that staff know and understand their professional responsibilities and are held to account.

Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.

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

Regularly review own practice and achievements, set personal targets, and take responsibility for own personal development. Take account of feedback from others.

Safeguarding and Child Protection

The safety of children in our school is of paramount importance. The decisions and actions taken by staff are expected to demonstrate this.

The Headteacher will:

The Headteacher will be the Designated Safeguarding Lead and have responsibility for safeguarding matters.

Ensure compliance by those working in the school with safeguarding requirements, promoting the welfare of children and following child protection procedures and the schools safeguarding policy and hold those working in school accountable for their contribution towards safeguarding.

Have up to date knowledge of relevant legislation and guidance in relation to working with and the protection of children.

Display commitment to the protection and safeguarding of children by continuously updating staff professional development.

Be willing to work within organisational procedures and processes and to meet the required standards of the role.

Demonstrate a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children.

Other areas of responsibility

The Headteacher may also be required to undertake other reasonable duties as requested by the governing body. This job description is subject to the general conditions of service for a Headteacher as set out in the School Teachers' Pay and Conditions Document. The job description is based on the Headteacher' standards.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Headteacher will carry out. The post holder may be required to do other duties appropriate to the level of the role. This job description may be amended at any time in consultation with the post holder.

Mickleover Primary School
Appointment of Headteacher
Person Specification



Measurement: A= Application, I = Interview, R = Reference, E = Essential, D = Desirable		
Qualifications		
Qualified teacher status (QTS) / Teacher Learning & Skills	E	A
Appropriate leadership and management training and qualifications e.g.NPQH, working towards it or equivalent experience	E	A
Evidence of further study, action research, significant curriculum development or school improvement	D	A
Safeguarding training at appropriate level for post	E	A,I
Experience		
Significant relevant senior leadership experience in a Primary school and extensive experience of the principles of effective teaching as a class teacher at primary level	E	A,I,R
Skilled at school self-evaluation and understanding what is required to generate improvement, with a proven aptitude for coaching and supporting leaders and key stakeholders	E	A,I
Managing effective professional development (including your own) and ensuring a robust performance management process is in place and applied fairly	E	A,I
Experience of monitoring & evaluating learning and teaching including pedagogic practice, using data analysis to assess pupil progress and set targets for improvement	E	A,I,R
Experience of implementing strategies and impact for inclusion, community cohesion and the promotion of equal opportunities	E	A,I
Proven track record of being able to motivate and empower individual colleagues and teams	E	A,I,R
Record of working collaboratively with governing bodies/boards including producing and presenting information to support them in their governance role	D	A,I
Knowledge and Understanding:		
Experience and understanding of robust safeguarding policy and practice	E	A,I
Evidence of working with the statutory framework for education, the SEN Code of Practice, safeguarding, and related statutory regulations and other current legislation	E	I
Understanding of strategic financial planning, budgetary management, financial controls and the principles of best value	E	A,I

Knowledge of legal issues relating to managing a school including Employment, Equality and Diversity, Data Protection and Health and Safety legislation	E	A,I
Ensure the school buildings and its grounds are safe, appropriately equipped and well maintained	D	I
Demonstrable ability to improve the quality of teaching and learning including the effective use of new technologies	E	I
Ability to share knowledge and demonstrate outstanding practice in relation to pedagogy across the whole school	E	A,I
Ability to formulate and articulate a clear vision, develop coherent strategies to support the vision	E	I
Knowledge and understanding of the benefits of collaborative working with others to sustain a learning community	E	A,I
Apply strategies for fostering school improvement, including attendance and behaviour for learning	E	I
A confident, collaborative leader who is able to create a culture of high expectations and aspirations	E	A,I,R
Personal and Professional Qualities		
Commitment to uphold the 7 Nolan principles of public life	E	A,I
Lead with strong personal motivation and drive with an approachable, supportive and collaborative qualities	E	A,I
Be a visible leader with the ability to inspire, motivate staff, pupils and the wider community and raise the profile of the school and forge respectful relationships with all members of the school community	E	A,I
Be a role model for the nurturing ethos of the school with commitment to inclusion, diversity and access	E	A,I
The ability to develop and sustain relationships with pupils, staff, governors, parents, carers, the LA and local schools	E	I
Good interpersonal and communication skills including being able to deal influence, negotiate and deal with conflict	E	I
Ability to investigate and resolve problems, prioritise effectively and make sound decisions, when under pressure	E	I
Resilience, with the ability to deliver a complex and demanding workload	E	I,R
Be adaptable to new circumstances and prepared to respond to situations when presented with new and/or challenging circumstances	E	A,I

Recruitment summary

Safer Recruitment

Our school is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff, volunteers and trustees to share this commitment. Our recruitment process follows the keeping children safe in education guidance.

Offers of employment may be subject to the following checks (where relevant):

- Childcare disqualifications
- Disclosure and barring service
- Medical
- Online and social media checks
- Right to work
- Satisfactory references
- Suitability to work with children

You must tell us about any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

Equal Opportunities

The school aims to promote equal opportunity for all with the right mix of talent, skills and potential. We welcome applications from diverse candidates. Criminal convictions, cautions and bind overs will be taken into account for recruitment purposes, only when relevant.

Applying

Completed application forms, which should relate to the Person Specification and Job Description should be returned along with a covering letter of up to 2 sides of A4 detailing your personal qualities and unique attributes that will make you a standout candidate for Mickleover Primary School.

Visits to School

We would encourage you to visit the school, where you will have an opportunity to have an informal discussion with a member of the Senior Leadership Team and a tour of the school premises. If you would like to visit please contact Leanne Powell lpowell@mickleover.derby.sch.uk on 01332 514 052 to book a mutually convenient time. For more information about our school please visit <https://mickleover.derby.sch.uk>

Application deadline and interviews

Please return the completed application form and covering letter to lpowell@mickleover.derby.sch.uk, closing date for applications: **Friday 14th March 2025 at 9am**. Interviews will take place **Friday 28th and Monday 31st March 2025**. If you have not heard by this time, please assume that unfortunately you have not been successful.

Start Date The first day of the new appointment is **1st January 2026**