



Ridgeway Infant School

'Together we can...Think Big, Have Fun, Learn More!'

Headteacher Recruitment Pack





Ridgeway Infant School

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Ridgeway Infant School

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Uplands Avenue, Littleover, Derby, DE23 1GG

Telephone: 01332 760770

e-mail: office@ridgeway.derby.sch.uk



Dear Candidate,

Thank you for your interest in the key post of Headteacher at Ridgeway Infant School.

Ridgeway is an infant school with many special qualities and is often described as a happy learning environment with a genuine sense of community. Our leaders have prioritised creating a culture where every child is enabled to thrive and we have an infectious desire for all in our diverse community to achieve.

Our children's enjoyment of learning is evident as you spend time in the school as our teachers and support staff make learning fun and memorable. While there are some areas of the curriculum we are continuing to focus on, children make excellent progress at Ridgeway. Our recently introduced maths mastery approach has been successful and our phonics and literacy programmes help to foster a love of reading, as is particularly evident during story time. Children are able to recall key learning and years later describe in detail some of the activities they have loved while at Ridgeway.

Our staff team are passionate, skilled and determined. As governors we are very aware of the ways in which they go above and beyond to care for the children in their care and to foster a love for learning and enjoyment of school.

Our parents and carers are typically very supportive and are regularly welcomed into school, either to watch phonics or maths sessions or to see their children perform or take part in activities. Our relationship with our community is very important to us as we build trust for the benefit of our children.

This is a critical time for the school as we are in the midst of a new build. Work has not yet started but we would welcome the opportunity to share plans for the new building with you which are now finalised.

Ridgeway Infant School is part of the Blagreaves Federation of two schools and shares a governing board with Gayton Junior School. This provides opportunities for collaborative working and we are proud of the strong working relationship between the schools.

The governors at the federation are not naïve however of the challenges in the education sector as a whole and some of the specific challenges at Ridgeway. We are aware that the role of Headteacher involves considerable responsibility and we are committed to working together to protect staff well-being. While we have a balanced budget for the next three years delivering this will involve skill and determination. Continuing to meet the needs of all the children at school remains a

high priority for governors, but again we are very conscious of the current changing landscape in education. We hope our new Headteacher will find us a supportive and determined team of governors.

We very much hope you will take the opportunity to visit us at school to meet our staff and children.

On behalf of my fellow governors I look forward to receiving your application.

Yours sincerely

Jackie Boswell
Chair of Governors

Ridgeway Infant School

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More information about our school

Ridgeway Infant School is situated in Littleover, South Derby and has a current PAN of 90 per year group. We have 8 classes this year and a small hub unit for children who need more support. Our school reflects our local community and we enjoy celebrating our ethnic diversity.

We are fortunate to have a beautiful site with lots of green space and our new build plans will further landscape the grounds to encourage outdoor play and adventure. The new build will also give us more sensory spaces. There is an opportunity for our new headteacher to fully shape the new learning environment although the building plans are now finalised. The intention is for the school community to move to a temporary school on the current field and we hope work on the temporary school will begin shortly. At the moment we do not have a cooking kitchen but the intention is to have a cooking kitchen in both the temporary school and new build.

Ridgeway Infant School is part of the Blagreaves Federation. The school has a close and collaborative relationship with Gayton Junior School and we are keen to develop this further. At the moment the majority of Ridgeway children go to Gayton after their time at Ridgeway. We believe there are further opportunities to work together and both schools are excited to explore this as part of the same Federation with the same governing board.

We asked some of our parents about school and their hopes for a new headteacher.

'We love Ridgeway and feel that our children have been well cared for since starting. It's great to hear them talk about their experiences – like finding an alien in the playground'

'We enjoy going into school to see our children and find the staff friendly and accessible.'

'The teachers go above and beyond and have done so much for our family'

'We hope a new headteacher will be friendly and kind.'

'We hope the new headteacher will continue to foster a sense of community'

We asked some of our children about school and their hopes for a new headteacher

'I like going to school and playing with toys on the playground. I have lots of friends'

'The teachers are nice and don't shout.'

'I hope the new headteacher will give us stickers if we do good writing.'

'I like heads tea but I want a new headteacher to give us even more biscuits.'

We asked some staff about school and their hopes for a new headteacher.

"Working at Ridgeway infant school is genuinely rewarding—the children's enthusiasm and the progress you see each day make it a great environment to be part of. As someone fairly new, I've been warmly embraced by both the children and the staff, and there's a real sense that we are all part of one family, alongside our wider school community. We are a welcoming, inclusive school where everyone is valued.

For our new head teacher, I'd like someone who shares the same ethos, listens to staff, and provides clear, supportive leadership while keeping the focus on every child doing their best."

"Ridgeway school is a really special place to be a part of. As an Infant school the dedication to providing a nurturing environment that builds the foundation to learning in a fun and accessible way is everyone's priority. We have a reputation within the community as a highly inclusive and supportive setting and this is something we are very proud of. Whoever joins us will benefit from an amazing school team, supportive families and most importantly enthusiastic children at the start of their learning journey.

In our new leader I would like experience and understanding of KS1 and the EYFS curriculum. We are an Infant school and therefore have the benefit of being able to focus very much on early learning skills. They need to share our vision of an inclusive setting and supporting children with SEND in an adaptive way. Approachable and willing to collaborate with staff and share ideas. Be able to embrace the fun in learning."



Ridgeway Infant School



Our Vision, Aims and Values

Together we will ...

Think Big

Have Fun

Learn More



	Nurture strong partnerships with our families and community, including Gayton Junior School, so all children have the best start in life
Think Big 	Taking advantage of the cultural capital of our local area, learning springboards from rich, hands on and purposeful experiences
Have Fun 	To respect and care for each other and to flourish in our diverse society , making happy memories to cherish forever along the way
Learn More 	Children develop as enthusiastic, confident learners with the necessary skills to succeed in life , now and in the future

Our School Values

Active Ant 	Busy Bee 	Kind Koala 	Discussion Dolphin 	Welcoming Woodpecker 	Motivated Monkey
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Ridgeway Infant School

Headteacher Job Description

Reporting to: The Governing Board, working with them, the Senior Leadership Team and other colleagues in relation to driving the key areas.

Main Purpose:

To provide strong and effective professional leadership that drives excellence across all aspects of the school's work, securing continuous improvement and sustained success. To ensure high-quality education for all pupils, maintaining and raising standards of achievement. The Head Teacher will promote a safe, inclusive and nurturing environment where every child can thrive and reach their full potential.

Key Responsibilities

Strategic Direction and Development of the School

The Headteacher, working in partnership with the Governing Board, will:

- Provide clear vision, direction and inspiring leadership for staff and pupils
- Work collaboratively with governors, staff, parents/carers and partners to shape and embed the school's ethos and values
- Establish and communicate the school's vision, aims and objectives
- Raise standards of achievement, particularly in English and Maths, ensuring pupils exceed expectations
- Secure high-quality teaching and learning
- Develop and implement an inclusive school development plan, supported by effective financial planning
- Ensure all stakeholders are committed, motivated and engaged in achieving the school's priorities
- Promote a positive culture built on fairness, dignity and respect
- Ensure effective management of finance, organisation and administration
- Maintain robust self-evaluation processes to drive continuous improvement
- Use data, research and inspection outcomes to inform strategic decision-making
- Monitor, evaluate and report on school performance to the Governing Board
- Review the impact of policies and priorities, taking action where needed
- Ensure safeguarding policies and procedures are rigorous and effective

Teaching and Learning

The Headteacher will:

- Monitor and evaluate teaching, learning and pupil outcomes, setting clear improvement targets
- Establish a positive learning environment and behaviour culture that promotes high standards
- Lead and manage a broad, balanced and inclusive curriculum and assessment system that:
 - Meets statutory requirements
 - Reflects the needs of all pupils

- Fulfills duties relating to the National Curriculum and Religious Education
- Drives improved outcomes
- Build strong links with the community to enrich the curriculum
- Develop effective partnerships with parents/carers to support pupil achievement and wellbeing
- Promote a culture of curiosity and lifelong learning
- Prioritise high standards in English and Maths for all pupils, including those with SEND and disadvantaged pupils
- Lead provision for pupils' spiritual, moral, social and cultural development
- Implement policies that promote positive behaviour, inclusion, equality and respect
- Contribute to teaching where appropriate
- Embed effective systems to identify and address underperformance promptly

Leadership and Management

The Headteacher will:

- Lead, motivate, support and challenge staff to secure continuous improvement
- Oversee the recruitment and retention of high-quality staff
- Allocate and evaluate staff responsibilities effectively
- Implement robust performance management, including appraisal and target setting
- Lead high-quality professional development, including induction for early career teachers
- Promote the professional and personal development of all staff
- Ensure all staff fulfil their professional responsibilities
- Delegate responsibilities appropriately, including leadership in the Headteacher's absence
- Build strong relationships with governors, staff, pupils, parents/carers and external partners
- Promote community cohesion through partnerships and extended services
- Work closely with the Governing Board, providing clear information, advice and support
- Work closely with Gayton Junior School to collaborate effectively

Efficient and Effective Deployment of Staff and Resources

The Headteacher will:

- Contribute to policies on resource and asset management
- Set clear spending priorities and manage the school budget effectively
- Ensure efficient deployment of staff, time, space and resources
- Maintain safe, secure and well-managed school buildings and grounds
- Ensure compliance with health and safety requirements
- Work effectively with external agencies and service providers
- Support the recruitment and retention of high-quality staff
- Monitor and evaluate the use of resources to ensure impact, efficiency and value for money

Accountability

The Headteacher will:

- Promote a culture of accountability across all staff

- Provide clear and accurate reports on school performance to governors, parents/carers, the local authority and Ofsted
- Ensure parents/carers and pupils are well-informed about progress and how to support learning
- Provide advice and support to the Governing Board to enable effective governance
- Undertake any additional duties as reasonably required by the Governing Board



Person Specification

Qualifications	
Essential	Desirable
<ul style="list-style-type: none"> • Qualified Teacher Status (QTS) • Degree or equivalent qualification • Evidence of ongoing professional development 	<ul style="list-style-type: none"> • National Professional Qualification for Headship (NPQH) or <i>willingness to work towards</i> • Postgraduate qualification in education or leadership

Experience	
Essential	Desirable
<ul style="list-style-type: none"> • Significant successful experience as a senior leader for at least 3 years (e.g. Deputy Head/Assistant Head) • Proven track record of raising standards and improving outcomes for pupils • Experience of working within the Early Years Foundation Stage (EYFS) and Key Stage 1 • Experience of leading teaching, curriculum and assessment across a school • Experience of safeguarding leadership and promoting pupil wellbeing • Outstanding classroom practitioner with a clear understanding of high-quality teaching • Experience of working effectively with parents, carers and the wider community • Experience working with children with additional needs 	<ul style="list-style-type: none"> • Experience of headship or acting headship • Experience of managing budgets and resources • Experience of completing staff performance reviews and acting on any issues that arise

Knowledge and Understanding of best practice

Essential

- Strong understanding of the EYFS and Key Stage 1 curriculum
- In-depth knowledge of effective teaching, learning and assessment strategies
- Ability to model and promote excellent practice in EYFS and KS1
- Secure understanding of safeguarding legislation and practice
- Knowledge of inclusion, SEND and strategies to support all learners
- Understanding of school improvement planning and self-evaluation
- Strategies that foster school improvement, including attendance and behaviour for learning
- Awareness of current national and local educational priorities and statutory requirements

Desirable

- Knowledge of working in partnership with local authorities, such as Derby City Council
- Understanding of early childhood development research and best practice
- Experience of leading through Ofsted inspection or external review processes

Personal Qualities

Essential

- Passion for working with young children and improving their life chances
- Commitment to safeguarding and promoting the welfare of children
- Integrity, resilience and emotional intelligence
- Excellent organisational and time management skills
- Strong interpersonal and communication skills
- Ability to build positive relationships with pupils, staff, governors and families
- Commitment to equality,

Desirable

- Strong strategic thinking and vision-setting skills
- Proven ability to lead school improvement and manage change effectively

diversity and inclusion

- Ability to inspire, motivate and develop staff at all levels
- Commitment to the ethos and values of the school
- Willingness to collaborate with Gayton Junior School for the benefit of both schools

Other Requirements

- A clear enhanced DBS certificate and Barred List Check
- A clear social media check
- A minimum of two satisfactory references, one being their current or most recent employer
- A complete employment history with no gaps