TIBSHELF
COMMUNITY SCHOOL

RECRUITMENT PACK

OUR GUIDE FOR
PROSPECTIVE EMPLOYEES

"AIM HIGH"

ALTA PETE
TS

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Information about the school

Tibshelf Community School opened on a brand new £17m purpose built site in November 2013. We were inspected by Ofsted (September 2021) and were judged to be a 'Good' school in all categories.

We are a popular, over-subscribed, 830 strong 11-16 school serving a rural area of North East Derbyshire. We draw students from a geographically dispersed catchment area of nine villages. The official PAN is 150 students per year group but numbers are well above this in all year groups. The proportion of students from minority ethnic groups is very low and significantly below national averages. 30% of the intake are 'disadvantaged' and are supported through Pupil Premium funding; 30% of students are SEND, with 5% having an EHCP, including a number of pupils with ASD. The school's deprivation index is very close to the national average, but it is in the top third within Derbyshire LA and contains a number of wards with extremely high levels of deprivation. Prior attainment data suggests that students are close to national average.

Student Achievement

Ofsted September 2021 said:

"*There are high expectations of every pupil at Tibshelf Community School. Teachers and leaders are ambitious of what pupils can achieve academically and how they can develop personally. Pupils have very strong relationships with staff at the school. There is a feeling of family and community which is evident, and pupils say they are happy and feel safe*".

Key Stage 4 Examination Results

	2020% *	2021% **	2022%	2023%	2024%
English and Mathematics 'Standard Pass'	67.8	76.7	73.8	62.4	62.2
English and Mathematics 'Strong Pass'	50.6	60.2	51.2	39	39.2
EBacc 'Standard Pass'	27.6	36.9	32.9	16.5	31.1
Attainment 8	49.56	52.7	49.15	44.53	43.24

* These results were based on Centre Assessed Grades

** These results were based on Teacher Assessed Grades

Ethos

Ofsted also commented that 'the values of tolerance and respect were a core part of the school's ethos' and we seek to promote these at every opportunity. We believe that children learn best when they are happy, secure and well-motivated. Student safety and well-being is central to all that we do. We offer all our students a wide range of opportunities both within and outside the taught curriculum and we are fully committed to doing this within a framework of support and inclusion. Students feel safe and secure and enjoy their education as evidenced through their high levels of attendance and participation. Our aim is to build on this and create a genuinely dynamic and innovative learning community based on high expectations and aspirations.

Governing Principle

"Working together to make our school even better."

Mission

Tibshelf Community School strives to be an outstanding learning community in which individuals are inspired, challenged and supported to become effective global citizens in the 21st century.

We Aim High Through Our Unrelenting Focus On

1. The Learner is at the heart of everything we do

2. Learning is exciting, engaging and inspirational

3. Working together as a professional community to ensure best outcomes for all

Looking Ahead

I am highly ambitious for the school and its community. I sincerely believe that we can make our school even better. We are absolutely committed to attracting the very best staff to Tibshelf and fully supporting their ongoing professional development, with improving the quality of teaching and learning, our core purpose.

If you are excited at the prospect of playing a key role in this, we look forward to hearing from you.

Visits to the school prior to application are both welcomed and encouraged. Please contact Mrs Johnston-Shaw to arrange an appointment.

recruitment@tibshelf.derbyshire.sch.uk

Lucie Wainwright
Headteacher

Alta Pete: Aim for the Highest

Governing Principle:
"Working Together To Make Our School Even Better"

Mission:
Tibshelf Community School strives to be an outstanding learning community in which individuals are inspired, challenged and supported to become effective global citizens in the 21st century.

We aim high through our unrelenting focus on:

The Learner is at the heart of everything we do

We aim high through our 'I can' culture building a climate of resilience to create independent 21st century learners

We aim high by having excellent practices for facilitating mental health and well-being

We aim high through developing an innovative KS3 curriculum that stretches, challenges and prepares independent learners for the increased demands of KS4

We aim high through developing a relevant KS4 curriculum that is accessible for all and develops independent learners as lifelong learners

We aim high to ensure that all learners achieve their potential and that all gaps are closed

We aim high through having the highest expectations of ourselves, each other, our school and the community

Learning is exciting, engaging and inspirational

2.1 We aim high through creating exciting, engaging and inclusive learning spaces

2.2 We aim high through challenge in our teaching to enable learners to be aspirational and make significant progress

2.3 We aim high through every lesson being challenging, exciting and engaging for all students

2.4 We aim high through ensuring that all our parents know what learning looks like at Tibshelf

2.5 We aim high through excellent professional development to ensure that all staff are experts in subject knowledge

2.6 We aim high by collaboratively working to deliver learning that enables students to be independent, reflective and resilient

Working together as a professional community to ensure best outcomes for all

We aim high by being cutting edge with new initiatives and legislation

We aim high through professionalism at all levels with a 'no excuses' culture

We aim high through using expert staff to develop others and actively promote an 'open door' culture

We aim high through collaborative working to highlight potential CPD

We aim high by ensuring that we have 'excellent' strategic and operational resourcing by having all staff (including Governors) in the right jobs with the right skills and specialist knowledge supported by outstanding CPD

We aim high through a rigorous Performance Management system linked to accountability and school improvement

We aim high by developing consistently excellent leadership at all levels across the school

We aim high through high quality of services and products

We aim high through safe and secure working environments

We aim high through recognising the health and wellbeing of our staff to enable effectiveness, high levels of productivity and innovation

Staff Health and Wellbeing

We recognise the importance of ensuring that all staff at Tibshelf Community School enjoy a healthy work-life balance in order to ensure they can not only provide the best teaching and learning outcomes to our students, but that the school can promote a culture of progress and wellbeing at all levels.

We work hard offering a variety of initiatives, services and events to provide a well-rounded sense of wellbeing. A happy working life and career at Tibshelf Community School is supported by some of our key wellbeing initiatives including:

- Whole Staff Induction programme
- 1-1 personalised performance management/appraisal system
- Mentors for ECTs
- Exemplary CPD programme
- Leadership Development Opportunities
- Celebration Events
- Sports & social events
- Dedicated department bases for teaching faculties
- On-site parking
- Laptops with secure home-school access for all teaching staff
- Extended access to school during our wider opening hours
- Access to the canteen and dining facilities

In addition to the above, all staff members have access to complimentary medical and wellbeing support services available 24 hours a day / 7 days a week including (but not exhaustive):

- Nurse support service
- Emotional support and counselling
- Workplace assessments
- Occupational health referrals for access to Physiotherapy and workplace adjustments

The Application Process

Closing date:	Sunday 16th March 2025
Proposed interview:	W/c Monday 17th March 2025
Start Date:	Easter 2025

You can apply via TES or Derbyshire County Council's website alternatively send your completed application form to recruitment@tibshelf.derbyshire.sch.uk If you would prefer a paper copy of the form, please contact reception.

If you are short-listed, you will be emailed with the arrangements for the interview.

Unfortunately, if you have not been contacted prior to the interview day, your application has not been successful on this occasion.

Tibshelf Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All staff and volunteers are required to undertake a criminal record check via the DBS before they can be appointed.

Unfortunately, due to Safer Recruitment regulations, we are not able to accept a CV.
Please note if you are shortlisted for interview, there may be online checks.

Job Profile

Post:	ICT Technician
Pay Range:	Grade 7
Base:	Tibshelf Community School
Responsible to:	Business Manager (Finance & ICT)

Specific Responsibilities:

Personnel Specification:	The postholder will be expected to have the necessary experience, knowledge, and skills to undertake the duties linked to this post.
Job Summary:	To provide an ICT support service within the school. Providing specialist support in ICT within the school in a broad range of activities, where co-ordination, interaction and awareness of related activities are important.
General Duties:	To provide first line technical support for the school's ICT systems, ensuring smooth operation of hardware, software and networks to support teaching, learning and administration. Thinking often involves differing situations requiring the identification and selection of solutions within the area of expertise. • Help to deliver the school's ICT services and contribute to the development of the school's ICT strategy, in collaboration with the ICT Operations Manager • Support and implement ICT-related projects that help to modernise ICT in line with current developments in technology. • Be aware of relevant government and school policies, and the school's responsibilities under these, when delivering ICT services, including those on safeguarding, health and safety and data protection. • Help to organise and maintain the school's ICT and data systems, contributing to the planning, development and monitoring of ICT support services. • Support and contribute to the overall ethos of the school. • Participate in training and professional development opportunities as required. • Undertake additional ICT responsibilities and support in any other duties as required • Regular ICT support will be required during some pre-determined school holiday periods to provide essential maintenance, system upgrades and other scheduled ICT tasks.

Key Relationships:

Line managed by ICT Operations Manager; you will be formally accountable to the Business Manager (Finance & ICT).

To provide specialised school business support to staff, pupils, parents, governors and other stakeholders as and when required.

ICT Responsibilities (subject to change – all fall within the scope of the role):

The ICT Technician will be responsible to the ICT Operations Manager for the following key tasks: -

- Technical tasks on networked computers

- Liaise with external consultants/suppliers as requested to maintain the network topology

- Liaise with supplier or contractor in fixing simple faults

- Responsible for providing some training for staff on the use of a wide range of general-purpose and office-related applications and specific items of software

- Classroom support for operation of computers, peripherals and software across the network

- To participate in the annual Professional Development and Performance Management processes

- Responsible for the unpacking and installation of ICT equipment such as new computers and peripherals, and enter all new equipment into an inventory file

- Configure items of equipment, including building workstations for use on a network, maintaining a library of drivers and configuration files

- Responsible for supporting with the operations of printers and copiers across the school site, ensuring maximum operational efficiency.

- Have a knowledge and oversight of networking topology, connections and components and be able to troubleshoot and fix problems

- Responsible for checking the functioning of all networking connections and active components – network cards, data outlets, patch leads, switches and reconfiguring as necessary

- Be able to carry out network management: user maintenance, allocating resources to users, maintaining user, public and shared folders and desktops

- Install updates, archive data, assist with data export for school administrative systems. Liaise with suppliers

- Responsible for diagnosing and report faults to or maintenance contractor if unable to resolve these problems

- To be proactive in identifying and resolving possible issues on site

- To work in a professional manner, particularly when dealing with staff, pupils or outside agencies

- To understand and comply with the school's equal opportunities and ICT policies

- To undertake any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job

- Willing to work varied and flexible hours to support the work of the school if required

Key Tasks:

User Support (Teacher, Admin & Students)

- Setting up new users on the network.
- Changing passwords as and when required.
- Sorting issues when a user cannot get access to the system.
- Problem solving when users have issues with software.
- Providing advice, guidance and assistance to teacher, pupils and other members of staff.
- Restoring of files that have been deleted or need replacing.

Hardware / Software

- Installation of new hardware/software and maintenance of existing hardware/software around site.
    - Desktop PC
    - Laptops
    - Chromebooks
    - Wireless Access Points
    - Interactive Hardware
    - Printers
    - Projectors
    - Sound systems
    - All other AV
    - Telephony system
- Repairing or replacing of hardware that has been damaged accidentally or maliciously.
- Rebuilding PC's & Laptops with the operating system and installing additional software.
- Detecting, diagnose and resolve most PC, printer and peripheral device faults.
- Ensuring all devices have the relevant updates installed.
- Keep abreast of new and upcoming technology
- Maintain an asset management inventory of hardware in liaison with the Finance Officer
- Assisting with and responding to the school's helpdesk provision, ensuring timely resolution to requests and problems and provide regular status updates.

General Responsibilities:

Job holders at this level carry out a range of tasks using knowledge of processes and procedures, with awareness of other activities as they relate to the job.

They manage their own work and that of others. They are responsible for specialised areas of work and manage these from start to finish. Communication and interaction is efficient and effective and ensures that objectives are met.

Confidentiality and Disrepute
You are required to maintain an appropriate standard of confidentiality at all times regarding any information you come into contact with pertaining to students, staff, volunteers or governors.

You are required to not partake in any action which the schools deems to bring the school or any of its stakeholders into disrepute.

Equality and Diversity
Act in accordance with the School's and Local Authority's Equality and Human Rights Policy.

Health and Safety
Ensure own compliance with School's Health and Safety Policy/Procedures and that of any resources you have responsibility for.

Risk Management
Contribute to risk awareness through carrying out of duties and raise issues where appropriate.

Safeguarding
Adhere to the school's safeguarding policy.

Person Profile

Qualifications and training

Essential	Desirable
• A recognised computer or network qualification or equivalent experience	• A college-level certificate in ICT, computing or a related subject.

Skills and experience

Essential	Desirable
• Working in a similar role. • Working with sensitive information. • Managing and interpreting data. • Managing projects. • Installing and configuring ICT hardware and software. • Working well as part of a team. • Prioritising and delegating effectively. • Problem-solving and ICT solutions.	• Working in a school environment. • Using school information. • ICT Procurement.

Knowledge

Essential	Desirable
• Good knowledge of • Network infrastructure. • Microsoft Office. • Windows 10. • Google Workspace • Current ICT protocols and standards. • Data protection requirements. • Troubleshooting hardware, e.g. servers, routers and hubs. • Data analysis.	

Personal effectiveness

• Organised and efficient.

• Reliable, punctual and have good attendance.

• Proactive in the working environment.

• Enthusiastic and positive.

- Able to accommodate changes in priorities.

- Able to anticipate workload and plan ahead.

- Willing to work flexibly when required.

- A good level of competency in literacy and mathematics

- Excellent communication skills at all levels

- Be able to work on his/her own initiative

- Be a good team player

- Have high levels of inter-personal skills

- The ability to work with the highest levels of integrity

TIBSHELF COMMUNITY SCHOOL
CHARACTER VALUES
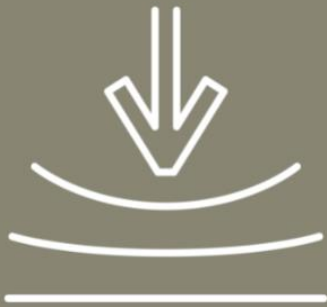
Resilience

Respect

Positivity

Integrity

Community Spirit

Curiosity