

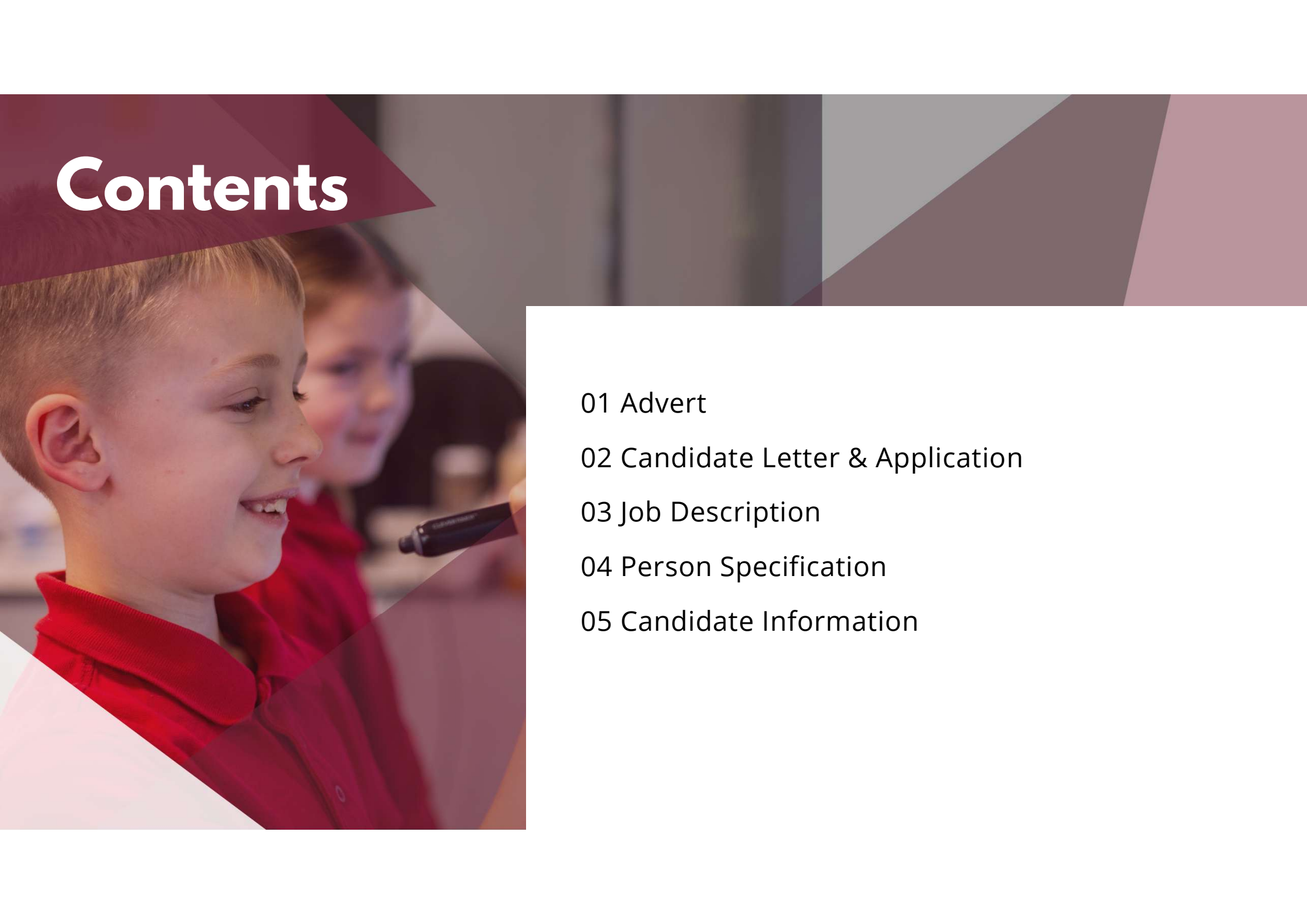


**DUCKMANTON
PRIMARY SCHOOL**

Headteacher Duckmanton Primary School

Candidate Information Pack

Contents



01 Advert

02 Candidate Letter & Application

03 Job Description

04 Person Specification

05 Candidate Information

Headteacher, Duckmanton Primary School

'Trusted'

GROUP 2 NOR: 181

AGE RANGE: 2 -11

L15 – L21

REQUIRED FROM: January 2027



DUCKMANTON
PRIMARY SCHOOL

This is a fantastic opportunity for an inspirational Headteacher to lead one of our Derbyshire primary schools which is at the heart of its community in Duckmanton. Pupils are polite, well behaved and eager to learn. In November 2022 the school was inspected by Ofsted who judged it to be overall Good, with Behaviour and Attitudes and Personal Development judged Outstanding: 'Duckmanton Primary is a caring, happy school. Leaders describe the school as an oasis for the children.'

We are looking for someone who will sustain this positive and visible culture of success. You will have the leadership qualities to inspire and encourage staff and pupils to achieve their very best and have an innovative, inclusive approach to leadership. Alongside this you will have a passion for creating a rich curriculum and environment where children develop a love of learning. As an experienced school leader with a proven track record of delivering the highest standards you will lead Duckmanton Primary School through the next stage of its ongoing journey of school improvement.

Duckmanton Primary School joined the Redhill Academy Trust in August 2025. As the new Headteacher of Duckmanton you would be well supported by the Primary Director, our Central Services team and our well established and collaborative network of Primary Headteachers. The Academy is also a member of Redhill College of Leadership and Development and as such there are excellent CPD opportunities and a chance to work alongside colleagues from other high-performing schools in the region. The Trust also leads the regional Teaching School Hub, delivering local teacher training and the National Professional Qualifications for teachers. Benefits include our commitment to employee Health and Wellbeing which includes an Employee Assistance Programme, an Employee Benefits platform and a Cycle to Work scheme.

As Redhill Academy Trust is committed to safeguarding children practices, any appointment will be subject to an enhanced DBS and Child barred list checks, candidate online search and successful references.

CLOSING DATE: 12 noon, Friday 25th September 2026

INTERVIEW DATE/S: TBC





Equality and Achievement



02

Candidate Letter & Application

Dear Colleague,

Headteacher Vacancy, Duckmanton Primary School: L15 -21

Thank you for your interest in the post of Headteacher at Duckmanton Primary School.

The closing date for applications is 12 noon on Friday 25th September 2026. Candidates selected for interview will be telephoned as soon as shortlisting is completed. Written confirmation will also be emailed and posted first class.

To help you with your application, the following items are enclosed:

- Job Description
- Person Specification
- Candidate Information

If you would like to be considered for this post, please complete the online application form and within your supporting information you should describe:

How your professional experience has prepared you for the role.
Your main priorities if you were successfully appointed to the post and strategies you would employ to continue to move the academy forward.

We are looking for a candidate who will have high expectations of all pupils and staff at the academy, and is determined to lead Duckmanton Primary School to future success.

Interview dates will be finalised in due course.

I look forward to receiving your application.

Yours sincerely,

Andrew Burns
Chief Executive



CORE REQUIREMENTS OF THE POST:

- As a Headteacher you shall carry out your professional duties as circumstances may reasonably require as provided for under the relevant sections of the latest School Teachers' Pay and Conditions Document and in line with the expectations of the 'National Standards of Excellence for Head Teachers' (2020).
- In addition to the duties specified within the section "Particular Responsibilities", you may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases.
- To provide vision and professional leadership to secure the academy's success and improvement and ensure a first-class education for all its pupils.
- Ensure the highest possible standards of education through the promotion of effective teaching and learning, a balanced curriculum, the provision of excellent pastoral care and support for pupils and a rich co-curricular programme.
- Be responsible for promoting the aims, values and ethos of the academy and ensure effective communications with all stakeholders.
- Lead the shaping of the academy's future and ensure that everyone is enabled to contribute effectively to the progress and development of the academy.
- To promote and safeguard the welfare of children, young persons and adults for whom you are responsible and with whom you come into contact during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the academy's policies and procedures.
- To report any causes for concern relating to the welfare and safety of children to the senior designated person, the LADO or the designated safeguarding governor as appropriate.
- To attend safeguarding training as required and maintain your knowledge and understanding of your responsibility for safeguarding.
- Ensure that the academy complies with educational and other relevant legislation, including health and safety.
- Keep abreast of changes in government policy.

PARTICULAR RESPONSIBILITIES:

Strategic direction and development of the school

To:

- lead by example and provide inspiration, purposeful leadership and motivation to the school community, including pupils and staff;
- generate vision, ethos and policies for the academy which promote high levels of achievement and meet equality objectives;
- create and implement a strategic development plan, underpinned by sound financial planning, within the national and local context, which identifies priorities and targets for ensuring that pupils achieve high standards and that teaching is effective;
- support all staff in achieving the priorities and targets which the academy sets for itself and provide them with the motivation to support its aims;
- ensure that the management of the academy, including finance and administration, support the academy's policies, its vision and aims;
- monitor and review all aspects of attainment, priorities, targets and policy and take necessary action.

Teaching and learning

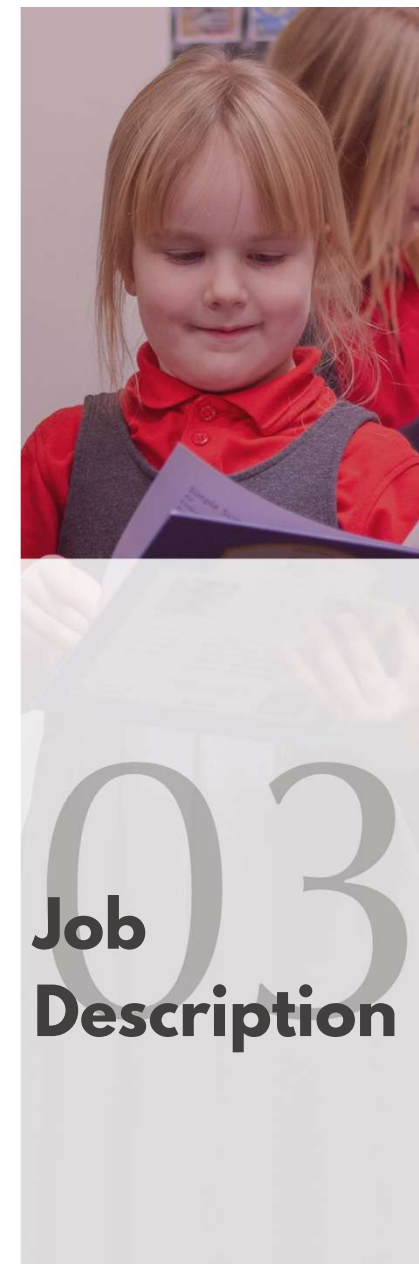
To:

- create an environment which secures effective learning across the breadth of the National Curriculum for all pupils, which promotes high standards of achievement, attendance and behaviour;
- determine, organise and implement an ambitious and diverse curriculum and monitor and evaluate its effectiveness;
- monitor the quality of teaching and pupils' achievements including the analysis of performance data and ensure there is an effective assessment, recording and reporting system of pupil progress;
- take a strategic role in the development of emerging technologies to enhance and extend the learning experience of pupils;
- develop links with parents, other schools, the Trust, other educational establishments and the wider community, including business and industry, in order to enhance teaching and learning and pupils' personal development;
- create an effective partnership with parents and the wider community;
- contribute, as appropriate, to the teaching in the academy;
- maintain an environment that promotes and secures good teaching, effective learning, high standards of achievement and good behaviour;
- promote and contribute to co-curricular activities in accordance with the academy's aims.

Leading and managing staff

To:

- develop positive working relationships with and between all staff, local academy board members and Trade Unions;
- implement and sustain effective strategies for the management of all staff;
- plan, evaluate and support the work of groups of staff, delegate appropriately and clearly evaluate outcomes;
- enable staff to develop expertise in their respective roles through the identification of needs, ensuring an effective programme of access to continuing professional development;
- enable appraisal systems to operate effectively and to engage with appraisal requirements of the Headteacher and relevant staff. Promote and monitor CPD of staff;
- take part in the Trust's development programme by participating in arrangements for further training and professional development;
- sustain personal and staff motivation.





Effective deployment of staff and resources

To:

- work with the Redhill Academy Trust and Local Academy Board members and colleagues to recruit and retain high-quality staff;
- ensure that all staff and Local Academy Board members understand their respective roles and responsibilities;
- produce an agreed time budget which effectively deploys staff and is mindful of workload;
- deploy and develop staff to make effective use of their skills, expertise and experience and to ensure the effective management of the academy in the absence of the Headteacher;
- manage and organise the use of the academy accommodation efficiently and effectively;
- manage and organise relevant groupings of children to ensure effective teaching and learning takes place and that children's personal development needs are met;
- establish priorities for expenditure and monitor the effectiveness of spending within the Financial Regulations of the Redhill Academy Trust;
- monitor the use of resources with a view to achieving value for money, within the academy's financial context;
- plan and manage the academy's financial resources and maximise the level of external funding that is attracted to support the academy's development.

Accountability

To:

- provide information and advice to the Redhill Academy Trust and the Local Academy Board so that it can meet its responsibilities and ensure proper accountability throughout the academy;
- ensure that the financial accounts of the academy are maintained according to the Redhill Academy Trust's Financial Regulations and that the Local Academy Board is effectively informed to enable it to be appropriately accountable;
- account for the academy's performance to internal and external agencies through the analysis of performance data and appropriate reporting; the use of such analysis to inform planning at all levels;
- provide relevant information about all aspects of the academy to parents, the community and other interested parties;
- ensure that the academy meets all legal requirements in relation to equal opportunities legislation and that the academy operates in the spirit of the law as well as to the letter;
- ensure that the academy complies with all statutory requirements and the Redhill Academy Trust's agreements relating to the provision of education and other relevant legislation;
- ensure that parents/carers are well informed about their child's attainment and progress and about the contribution they can make in supporting learning and achievement and ensure they are well informed about the curriculum and the targets for improvement;
- provide information, objective advice and support to the Local Academy Board to enable it to meet its responsibilities for securing effective teaching and learning, improved standards of achievement and for achieving efficiency and value for money.

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail.

04

Person Specification

The skills, qualifications, attitudes and associated professional experiences essential for the role of Headteacher are:

REQUIREMENT	ESSENTIAL	DESIRABLE
QUALIFICATIONS		
Qualified Teacher Status recognised by the Department of Education	✓	
National Professional Qualification for Headship (NPQH)		✓
A relevant graduate qualification to degree level or equivalent	✓	
Relevant further or professional qualification		✓
Evidence of recent relevant Continuing Professional Development	✓	
EXPERIENCE		
Experience across the Primary age range		✓
Evidence of being an outstanding classroom practitioner	✓	
Experience of managing SEN	✓	
Experience of senior leadership in a primary school	✓	
Experience as a Headteacher, Deputy Headteacher or Assistant Headteacher	✓	
A proven track record of successful leadership	✓	
Building strong working relationships internally and externally	✓	
Proven track record of consistently raising attainment/improving levels of progress/monitoring school performance	✓	
In-depth understanding of assessment theory and practice	✓	
Leading successful school improvement work	✓	
Experience of working in an academy		✓
Experience of working in more than one school/academy		✓
Experience of serving on a Governing Body and/or experience of working positively with Governors		✓
KNOWLEDGE AND UNDERSTANDING		
Secure knowledge and understanding of the whole Primary age range including EYFS	✓	
National policy framework, current educational legislation and its impact on schools and their wider communities	✓	
Strategic Planning, including experience of involvement in school improvement planning, implementation, monitoring and self-evaluation	✓	
Safeguarding principles and practice	✓	
Comparative data and performance indicators to establish benchmarks and set targets for improvements	✓	
Successful and innovative curriculum development	✓	





REQUIREMENT	ESSENTIAL	DESIRABLE
KNOWLEDGE AND UNDERSTANDING		
Evidence of implementing strategies to improve teaching and learning to raise standards of achievement	✓	
New technologies for teaching, learning and management	✓	
Roles and responsibilities of the Local Academy Board	✓	
Role of Ofsted and the current framework and requirements	✓	
Legal aspects of school management		✓
Experience/understanding of human/financial resources e.g. managing delegated budgets and the principles of Best Value		✓
Opportunities offered by conversion to an academy		✓
PROFESSIONAL AND PEOPLE MANAGEMENT SKILLS		
Ability to think and act strategically	✓	
Ability to establish, develop and promote a positive school ethos	✓	
Ability to inspire, motivate and challenge staff	✓	
Experience of promoting the school within the community	✓	
Ability to lead effective teams and develop team approaches	✓	
Ability to be pro-active and positive about challenge and change	✓	
Commitment to own personal and professional development and that of all staff	✓	
Excellent interpersonal skills	✓	
Commitment to a distributed leadership style	✓	
PHILOSOPHY AND PERSONAL QUALITIES		
Approachable and supportive	✓	
Strong personal motivation, drive and enthusiasm	✓	
Fully committed to the school's core purpose of raising achievement for all	✓	
Commitment to promoting equality, fairness and diversity in the school	✓	
Commitment to developing links between home, school and the community	✓	
Commitment to publicising the development of achievements of the school	✓	
Commitment to high standards, continuous improvement and quality assurance	✓	
A sense of perspective, resilience and the ability to be reflective and self-critical	✓	

Location

Duckmanton Primary School is located in the village of Duckmanton, near Chesterfield in North East Derbyshire. The village has strong links to the area's mining heritage and benefits from convenient access to Chesterfield, Bolsover and the M1 motorway. The school serves families from Duckmanton and the surrounding communities.

Pupils

Currently there are 181 children on roll, with a school capacity of 240 pupils. The school provides education for children aged 2 to 11 years and includes a nursery provision. The school has well above average levels of FSM at 53% and above average levels of SEND pupils (21% SEN support, 5% EHCP). The school is committed to supporting pupils with a wide range of needs and provides inclusive provision for all learners.

School Community

Duckmanton Primary School is a caring and inclusive school where strong relationships between pupils, families and staff are highly valued. A committed Local Academy Board takes an active interest in school life through four full meetings per year and visits, working closely with the Headteacher to review progress and support the continued improvement of the school.

Staffing

The school benefits from a dedicated team of teachers, teaching assistants and support staff who work collaboratively to provide high-quality education and pastoral support. Staff have high expectations for all pupils and are committed to ensuring every child is supported to achieve their potential.

Accommodation

The school is situated on West Crescent and offers a range of well-equipped learning environments for children from nursery through to Year 6. Facilities include modern classrooms, a hall, offices, a staff room, a rainforest-themed inclusion room, extensive outdoor play areas and a large field that provides ample opportunities for outdoor learning, physical activity and enrichment experiences. Together, these facilities create a safe, stimulating and inclusive environment in which all pupils can learn, thrive and achieve their full potential.

Secondary Education

Most pupils move on to local secondary schools within the Chesterfield and Bolsover area including The Bolsover School which is part of the Redhill Academy Trust. Duckmanton benefits from strong links with other Trust schools and secondary providers, helping to support pupils in making a successful transition to the next stage of their education.

Visits to the school

We are offering the opportunity to visit the school, please contact Jo Hill (PA to the Primary Director) on 07379198992 or email j.hill@redhillacademytrust.org.uk to arrange this.



05
Candidate
Information