

TIBSHELF

COMMUNITY SCHOOL



RECRUITMENT PACK

OUR GUIDE FOR
PROSPECTIVE EMPLOYEES

"AIM HIGH"



www.tibshelf.derbyshire.sch.uk - 01773 872391

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Information about the school

Tibshelf Community School is a thriving, over-subscribed 11–16 secondary school, located in a stunning £17 million purpose-built site opened in November 2013. Serving a wide rural catchment across nine villages in North East Derbyshire, the school is home to over 830 students, with numbers exceeding the official PAN of 150 in every year group.

We are proud to be a school where **exceptional opportunities** are available to all. Our **outstanding curriculum** is enriched by a wide range of **superb experiences** that inspire ambition, creativity, and personal growth. We foster a **culture of high aspiration**, ensuring every student is supported to achieve their full potential, regardless of background.

Our inclusive ethos supports a diverse range of learners, including a significant proportion of students who are disadvantaged, have SEND needs, or are supported through EHCPs. We are committed to ensuring that every child thrives academically, socially, and emotionally.

Tibshelf is a **happy and supportive place to work**, where staff are genuinely valued, and wellbeing is taken seriously. We believe that a strong, motivated team is key to delivering excellence for our students, and we work hard to maintain a positive, collaborative culture.

Following our '**Good**' Ofsted judgement in all categories (September 2021), we continue to build on our strengths and strive for excellence in everything we do.

Key Stage 4 Examination Results

	2023%	2024%	2025%
English and Mathematics 'Standard Pass'	62.4	62.2	66
English and Mathematics 'Strong Pass'	39	39.2	45
EBacc 'Standard Pass'	16.5	31.1	23
Attainment 8	44.53	43.24	44.21

Ethos

Ofsted recognised that *"the values of tolerance and respect are a core part of the school's ethos"*, and we are proud to promote these values in every aspect of school life. We believe that children thrive when they feel happy, secure, and inspired — and we place their safety and wellbeing at the heart of everything we do.

Tibshelf Community School offers **exceptional opportunities** both within and beyond the classroom. Our **outstanding curriculum** is enriched by a wide range of **superb experiences** that foster curiosity, creativity, and ambition. We are committed to creating a **culture of high aspiration**, where every student is encouraged to aim high and achieve their personal best.

Our inclusive and supportive environment ensures that all students feel safe, valued, and motivated. High levels of attendance and participation reflect the strong sense of belonging and enjoyment our students experience. We are proud to be a **happy and collaborative place to work**, where staff wellbeing is prioritised, and every member of the team is recognised and supported.

Our vision is to build on these strengths and continue to grow a dynamic, innovative learning community rooted in

excellence, inclusion, and aspiration.

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

Our School Improvement Plan

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 4 th January 2026
Proposed interview:	W/c 12 th January 2026
Start Date:	As soon as possible

You can apply via 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

Job Title:	School Business Officer – Marketing and Publicity	Ref: 99SCH066S
Section:	School Business Services	
Job Family:	SUS	Job Grade: 7

Purpose of this role:

To provide an efficient support service within school.

To lead and coordinate Tibshelf Community School's marketing and publicity efforts, ensuring that the school's achievements, ethos, and opportunities are effectively communicated to students, families, staff, and the wider community. This role supports the school's strategic priorities by enhancing its public profile and fostering strong stakeholder engagement.

To play a key role in enabling and supporting transformational change within the school and to ensure that new legislation is implemented to ensure statutory compliance.

Key relationships:

Line managed by the Health & Safety and Admin Manager.

Close working relationships with all staff and also with staff in other schools/academies and the local authority along with other relevant stakeholders.

Manages a specific function within the school.

Key result areas include:

To work flexibly within specialised functions within the school using own judgment and interpretation to make decisions.

It is essential for the post holder to demonstrate an ability and commitment to undertake a comprehensive range of specialised duties within the general level of responsibility of the post and to respond positively to alternative and improved methods of working.

To be proactive and manage the development of specialised functions within the school to drive improvement.

To ensure that the specialised function operates to its optimum ability to deliver school improvement and efficiencies.

To have specific authoritative knowledge in a specialist area.

To be proactive in providing advice and information to all stakeholders by a variety of methods to drive efficiencies.

To be proactive in the communication process to ensure smooth running of the school, ensuring confidentiality at all times.

To provide an efficient, friendly, proficient and professional service at all times offering an extensive specialised service to the required standards.

Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the post.

To contribute to the School Improvement Plan, including researching, problem solving and drafting of recommendations for consideration by the School Business Services Manager.

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 plan and organise their own work with little or no supervision.

They contribute to strategic planning, school improvement and driving efficiencies.

Communication is highly effective and evolves around negotiating, directing, persuading and influencing others.

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 school deems to bring the school or any of its stakeholders into disrepute.

Equality and Diversity

Act in accordance with the Equality Act.

Health and Safety

Ensure own compliance with the school's Health & Safety policy/procedures and that of any resources you have responsibility for.

Risk

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

Information Security

Comply with the school's policies on information security, which includes ICT, Cyber Security and Acceptable Use.

NOTES:

- The above duties are not exhaustive and the postholder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Senior Management Team.
- To take responsibility for the implementation of and compliance with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- This job description will be kept under review and may be amended via consultation with the individual, Governing Body and/or Senior Leadership Team as required. Trade Union representation will be welcomed in any such discussions.

Person Profile

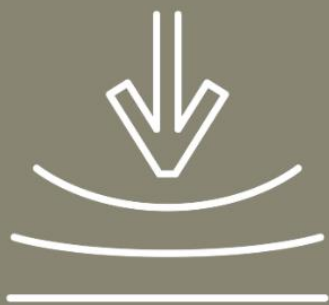
	Essential	Desirable	Evidence
Experience	<ul style="list-style-type: none"> • Business Administration • Advanced experience in using IT software including Microsoft packages and social media platforms • Working independently • Identify priorities and deliver results • Driving improvement • Dealing with a range of stakeholders • Ability to use knowledge and experience to resolve complex issues and respond in the appropriate manner • Experience in marketing, communications, or public relations 	<ul style="list-style-type: none"> • Working in a school environment • Familiarity with website content management systems (CMS) • Experience of design applications such as Photoshop and Canva 	<ul style="list-style-type: none"> • Application form • Certificates of achievement • Probing at interview
Skills and knowledge	<ul style="list-style-type: none"> • Organisation skills including prioritisation and planning • Communication skills both written and oral • Listening skills • Excellent literacy and numeracy skills • Ability to build relationships and influence • Proven track record of contributing to improvement • Ability to lead on specialised practices • Thorough in depth understanding and knowledge of specialised functions • Creative flair, accuracy and attention to detail 	<ul style="list-style-type: none"> • Understanding of statutory policies and procedures affecting schools • Knowledge of GDPR and safeguarding in schools • Graphic design or video editing skills • Ability to comply and work with school procedures and policies 	<ul style="list-style-type: none"> • Application form • Probing at interview • Testing at interview

Personal Effectiveness	<ul style="list-style-type: none"> • To work effectively with all stakeholders • Use Initiative and judgement to resolve problems independently relating to their work • To plan and complete their work independently • To be an aspirational character • Motivate and inspire • Develop good rapport with colleagues • Able to maintain absolute discretion and confidentiality at all times • Lead by example, act with integrity, impartiality and independence • Ability to stay on task in a busy environment 		<ul style="list-style-type: none"> • Application form • Probing at interview
Qualifications	<ul style="list-style-type: none"> • GCSE Grade C, or equivalent, in English and Maths. • Evidence of Professional development 	<ul style="list-style-type: none"> • First Aid • Professional marketing qualification 	<ul style="list-style-type: none"> • Certificates of achievement • Testing at interview
Professional Development	<ul style="list-style-type: none"> • Be willing to undertake further training and development, as necessary, in order to enhance service delivery 		



TIBSHELF COMMUNITY SCHOOL

CHARACTER VALUES



Resilience



Respect



Positivity



Integrity



Community Spirit



Curiosity



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