



DERBYSHIRE COUNTY COUNCIL

## WIRKSWORTH JUNIOR SCHOOL

### APPOINTMENT OF HEAD TEACHER

Wirksworth Junior School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

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#### Information for Candidates

|  |  |                   |              |              |                        |   |    |                           |   |    |  |  |     |                          |   |              |                    |   |                   |  |   |              |                           |   |  |                          |   |  |
|--|--|-------------------|--------------|--------------|------------------------|---|----|---------------------------|---|----|--|--|-----|--------------------------|---|--------------|--------------------|---|-------------------|--|---|--------------|---------------------------|---|--|--------------------------|---|--|
| <b><u>Date of Appointment</u></b>            | Easter 2018  |                   |              |              |                        |   |    |                           |   |    |  |  |     |                          |   |              |                    |   |                   |  |   |              |                           |   |  |                          |   |  |
| <b><u>Salary</u></b>                         | Individual School Range: L11 – L17   |                   |              |              |                        |   |    |                           |   |    |  |  |     |                          |   |              |                    |   |                   |  |   |              |                           |   |  |                          |   |  |
| <b><u>Estimated Number on Roll</u></b>       | 149  |                   |              |              |                        |   |    |                           |   |    |  |  |     |                          |   |              |                    |   |                   |  |   |              |                           |   |  |                          |   |  |
| <b><u>Teaching Establishment</u></b>         | Head + 5.3   |                   |              |              |                        |   |    |                           |   |    |  |  |     |                          |   |              |                    |   |                   |  |   |              |                           |   |  |                          |   |  |
| <b><u>Head teaching commitment</u></b>       | Occasional on ad hoc basis only  |                   |              |              |                        |   |    |                           |   |    |  |  |     |                          |   |              |                    |   |                   |  |   |              |                           |   |  |                          |   |  |
| <b><u>Management Structure</u></b>           | Head + TLR   |                   |              |              |                        |   |    |                           |   |    |  |  |     |                          |   |              |                    |   |                   |  |   |              |                           |   |  |                          |   |  |
| <b><u>Support Staff</u></b>                  | <table><tr><td><b>Job</b></td><td><b>Posts</b></td><td><b>Hours</b></td></tr><tr><td>Snr Business Assistant</td><td>1</td><td>24</td></tr><tr><td>School Business Assistant</td><td>1</td><td>18</td></tr><tr><td>Teaching Assistants<br/>(General) Currently</td><td></td><td>130</td></tr><tr><td>Senior Midday Supervisor</td><td>1</td><td>6hrs 40 mins</td></tr><tr><td>Midday Supervisors</td><td>4</td><td>6hrs 40 mins each</td></tr><tr><td>Playleader<br/>(currently on maternity leave)</td><td>1</td><td>6hrs 40 mins</td></tr><tr><td>Caretaker employed by DCC</td><td>1</td><td></td></tr><tr><td>Cleaners employed by DCC</td><td>2</td><td></td></tr></table> | <b>Job</b>        | <b>Posts</b> | <b>Hours</b> | Snr Business Assistant | 1 | 24 | School Business Assistant | 1 | 18 | Teaching Assistants<br>(General) Currently |  | 130 | Senior Midday Supervisor | 1 | 6hrs 40 mins | Midday Supervisors | 4 | 6hrs 40 mins each | Playleader<br>(currently on maternity leave) | 1 | 6hrs 40 mins | Caretaker employed by DCC | 1 |  | Cleaners employed by DCC | 2 |  |
| <b>Job</b>                                   | <b>Posts</b>   | <b>Hours</b>      |              |              |                        |   |    |                           |   |    |  |  |     |                          |   |              |                    |   |                   |  |   |              |                           |   |  |                          |   |  |
| Snr Business Assistant                       | 1  | 24                |              |              |                        |   |    |                           |   |    |  |  |     |                          |   |              |                    |   |                   |  |   |              |                           |   |  |                          |   |  |
| School Business Assistant                    | 1  | 18                |              |              |                        |   |    |                           |   |    |  |  |     |                          |   |              |                    |   |                   |  |   |              |                           |   |  |                          |   |  |
| Teaching Assistants<br>(General) Currently   |  | 130               |              |              |                        |   |    |                           |   |    |  |  |     |                          |   |              |                    |   |                   |  |   |              |                           |   |  |                          |   |  |
| Senior Midday Supervisor                     | 1  | 6hrs 40 mins      |              |              |                        |   |    |                           |   |    |  |  |     |                          |   |              |                    |   |                   |  |   |              |                           |   |  |                          |   |  |
| Midday Supervisors                           | 4  | 6hrs 40 mins each |              |              |                        |   |    |                           |   |    |  |  |     |                          |   |              |                    |   |                   |  |   |              |                           |   |  |                          |   |  |
| Playleader<br>(currently on maternity leave) | 1  | 6hrs 40 mins      |              |              |                        |   |    |                           |   |    |  |  |     |                          |   |              |                    |   |                   |  |   |              |                           |   |  |                          |   |  |
| Caretaker employed by DCC                    | 1  |                   |              |              |                        |   |    |                           |   |    |  |  |     |                          |   |              |                    |   |                   |  |   |              |                           |   |  |                          |   |  |
| Cleaners employed by DCC                     | 2  |                   |              |              |                        |   |    |                           |   |    |  |  |     |                          |   |              |                    |   |                   |  |   |              |                           |   |  |                          |   |  |

#### **Location**

The school is located in the town of Wirksworth, Derbyshire. It is situated on the southern edge of the Peak District National Park and has easy access to the major rail and road network.

#### **Accommodation**

The school is located in a number of buildings on one site. The main building is a listed building dating back to 1912 and was designed by architect George Widdows. The building houses 5 large rooms, of which 2 are used as classrooms, one as a music/art room, a library and an IT suite. There is a hall, a staff room, a fully functioning servery kitchen and two offices on the ground floor, with additional office space upstairs. There are an 2 additional buildings within the grounds of the school. One houses our “nurture room” and “breakfast club”, with its own self-contained cooking facilities and the other building contains 3 classrooms.

Outdoors there is grassy area with an outdoor learning space and vegetable garden. In addition, there is a larger hard surface play area all laid to tarmac.

**Midday meals** are served on the premises by the Derbyshire County Catering Service.

### **Secondary Education**

Most pupils that attend Wirksworth Junior School are from the local infant schools within Wirksworth and then transfer to Anthony Gell School, an 11 to 18 Comprehensive School in Wirksworth.

### **OFSTED Inspection**

The school was inspected in February 2017 and was judged to be a school requiring improvement. It did recognise some good elements.

### **Financial Budget 2017/18**

The school's basic school budget for this financial year is £ 572,695

(Please include any extra funding your school is eligible for e.g. Early Years Funding (nursery hours), 6th form funding, Pupil Growth (KS1 funding), High needs funding

### **Applications**

Candidates should submit applications **online** on a DCC Teacher Application Form, together with a supporting statement letter matching their skills and experience to the headings in the Job Description and Person Specification. The letter should be no longer than 1500 words (please include word count). CVs should not be attached.

If preferred, **postal application forms** are available from Call Derbyshire on 08456 058058, quoting the job reference number attached to this post. Completed applications should be sent to Derbyshire County Council, Recruitment Section, County Hall, Matlock, Derbyshire DE4 3AG, allowing sufficient delivery time to meet the deadline for applications.

In order to comply with the safer recruitment requirements candidates must fully complete the application form including the section on references. It is not acceptable to substitute parts of the form with your own version. All gaps in employment should be accounted for and explained.

### **References**

Open testimonials are not accepted for this post and it is intended that the Local Authority will take up a professional reference from your **existing employer** and one other professional reference of your choice. ***If you are not currently working with children, references will be requested from a previous employer where this was the case. You are, therefore, requested to supply contact details for this organisation and also to alert all referees to expect a request, should you be shortlisted.*** References from relatives or people writing solely in the capacity of friends will not be accepted.

### **Security Checks**

*Due to this post having access to children and/or vulnerable adults, candidates will be required to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided. **Candidates who are foreign nationals, or a UK national who has lived abroad at any point in their adult life, MUST provide a Certificate of Good Conduct prior to taking up an appointment.***

### **Interviews**

It is intended that interviews will take place on 15 and 16 January 2018.

*Candidates selected for interview will be contacted by telephone. If you have not been contacted within seven days of the proposed interview dates you should assume, on this occasion, that you have not been shortlisted for interview. Should you wish to make any further enquiries, please contact the Headship Recruitment Team on 01629 538836/538831.*

The Governors will be advised by a Local Authority HR Officer and Education Advisor.

**Closing Date:** 10 December 2017.