



APPOINTMENT OF HEADTEACHER

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

Information for Candidates

<u>Date of Appointment</u>	January 2019
<u>Salary</u>	Group 3 Individual School Range L16 - 22
<u>Estimated Number on Roll</u>	409
<u>Teaching Establishment</u>	Head + 14.7 FTE
<u>Management Structure</u>	Two Assistant Headteachers and three TLR2 posts – Foundation Stage/KS1 Manager (shared); KS2 Manager; Inclusion Manager.
<u>Support Staff</u>	School Business Manager - 32.5 hours Secretary - 32.5 hours School Business Assistant - 20 hours HLTA/Teaching Assistants - 399 hours Senior Midday Supervisor - 1 posts Midday Supervisors - 11 posts Caretaker - 37 hours Cleaner - 37.5 hours (3 posts)

Location: The school is located in the Derbyshire village of Breaston, midway between Nottingham and Derby. Breaston is extremely well served with communication links in all directions

Accommodation: The school is located in a series of connected and well maintained buildings.

Outdoors there are re-developed hard surface play areas, trim trail, tyre park, MUGA and a small grass area. The School also has its own garden area on site.

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

Secondary Education: Most pupils that attend Firfield Primary School from the normal area transfer to either Wilsthorpe School or Friesland School, 11 to 18 Comprehensive Schools.

OFSTED Inspection: The school was inspected in November 2017 and received a good report. We have embarked on a dynamic action plan to address the key issues from the inspection report and good progress is being made in these areas.

Financial Budget 2018/2019: The budget share for this financial year is £1,318,426. However, total budget available for 2018/19 is £1,370,809 which includes the carry forward from 2017/18.

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 12th & 13th July 2018. The first day will include an opportunity for the candidates to visit the school as well as other tasks, with the formal selection procedures continuing on the second day.

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 Officer and Adviser.

Closing Date: 1st July 2018. Please note that this is a Sunday to allow for online applications.