



DERBYSHIRE COUNTY COUNCIL

## CLOWNE JUNIOR SCHOOL

### APPOINTMENT OF HEAD TEACHER

Clowne 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>	29.4.2019																														
<b><u>Salary</u></b>	Individual School Range L18 –L24																														
<b><u>Estimated Number on Roll</u></b>	368																														
<b><u>Teaching Establishment</u></b>	Head + 13 full time and 6 part time																														
<b><u>Head teaching commitment</u></b>	0.2																														
<b><u>Management Structure</u></b>	Head + Deputy Head and 2 Assistants Heads																														
<b><u>Support Staff</u></b>	<table><tr><th><b>Job</b></th><th><b>Hours</b></th><th><b>Posts</b></th></tr><tr><td>School Business Manager</td><td>37</td><td>1</td></tr><tr><td>School Clerk</td><td>37</td><td>1</td></tr><tr><td>Teaching Assistants and HLTA</td><td>356</td><td>13</td></tr><tr><td>Teaching Assistants (SEN)</td><td></td><td></td></tr><tr><td>Pastoral Officer</td><td>37</td><td>1</td></tr><tr><td>Senior Midday Supervisor</td><td>8.08</td><td>1</td></tr><tr><td>Midday Supervisors</td><td>65</td><td>9</td></tr><tr><td>Caretaker</td><td>37</td><td>1</td></tr><tr><td>Cleaner</td><td>57.50</td><td></td></tr></table>	<b>Job</b>	<b>Hours</b>	<b>Posts</b>	School Business Manager	37	1	School Clerk	37	1	Teaching Assistants and HLTA	356	13	Teaching Assistants (SEN)			Pastoral Officer	37	1	Senior Midday Supervisor	8.08	1	Midday Supervisors	65	9	Caretaker	37	1	Cleaner	57.50	
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#### **Location**

The school is located near the town of Chesterfield with good access links to major road and rail networks.

#### **Accommodation**

The school is located in [one] well-maintained building dating back to 1985. The building houses open plan classrooms, a hall, a staff room, a library, a servery kitchen and an office.

Outdoors there is a hard surface play area and small grass areas.

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

#### **Secondary Education**

Most pupils that attend Clowne Junior School from the normal area transfer to Heritage High School, an 11 to 18 Comprehensive School.

#### **OFSTED Inspection**

The school was inspected in March 2018 and was judged to be a 'Requires Improvement' school.

## **Financial Budget 2018/19**

The school's basic school budget for this financial year is £1,263,169.

## **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 3 and 4 December 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:** 11 November 2018.