



DERBYSHIRE COUNTY COUNCIL

**Federation of
Wigley and Penny Acre Primary Schools**



**APPOINTMENT OF
EXECUTIVEHEAD TEACHER**

Wigley and Penny Acres Primary Schools are 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>	Individual School Range: L12 – L18		
<u>Estimated Number on Roll</u>	Penny Acres: 50 Wigley: 50		
<u>Teaching Establishment</u>	Penny Acres: Head + 1.9 Wigley: Head + 2.2		
<u>Head teaching commitment</u>	0		
<u>Management Structure</u>	Penny Acres: Head + 1.9 Wigley: Head + 2.2		
<u>Support Staff: Penny Acres</u>	Job	Hours	Posts
	School Business Assistant	26	1
	Teaching Assistants (General)	64.25	2
	Midday Supervisors	16.25	2
	Cleaner	10	1
<u>Support Staff: Wigley</u>	Job	Hours	Posts
	School Business Officer	25.76	1
	Teaching Assistants (General)	78.17	3
	Teaching Assistants (SEN)	25	1
	Midday Supervisors	21.24	3
	Cleaner	7.5	1

Location

Penny Acres: The school is located near Dronfield close to the border with Sheffield and the Peak District National Park.

Wigley: The school is located on the outskirts of Chesterfield, in the Old Brampton area.

Accommodation: Penny Acres

Penny Acres: The school is located in one-storey Victorian building dating back to 1894. The building houses two classrooms (including an Extension Area which is primarily used by EYFS), a staff room, library area, kitchen and an office. Outdoors there is a hard surface play area and sloping field to the rear of the school.

Wigley: The school is located in one well-maintained building dating back to 1985. The building houses 2 classrooms, a staff room/office, a small library area and a kitchen. Outdoors there is a hard surface play area and a large field

Midday meals are served on the premises by the Derbyshire County Catering Service at both schools.

Secondary Education

Penny Acres: Most pupils that attend Penny Acres Primary School from the normal area transfer to Dronfield Henry Fanshaw or Lady Manners School, 11 to 18 Comprehensive Schools.

Wigley: Most pupils that attend Wigley Primary School from the normal area transfer to Brookfield School, an 11 to 18 Comprehensive School.

OFSTED Inspection

Penny Acres: The school was inspected in March 2018 and was judged to be a “good” school.

Wigley: The school was inspected in January 2017 and was judged to be a “good” school.

Financial Budget 2018/19

Penny Acres: The school’s basic school budget for this financial year is £270,123

Wigley: The school’s basic school budget for this financial year is £258,519

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 2 and 3 July 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: 17 June 2018.