



DERBYSHIRE COUNTY COUNCIL

MELBOURNE INFANT SCHOOL

APPOINTMENT OF HEAD TEACHER

Melbourne Infant 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> | September 2016 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|--------------|--------------|--------------|-------------------------|----|---|--------------|------|---|-------------------------------|-----------|---|---------------------------|---|---|---------------------------|-----|---|--------------------|----------|---|-----------|-------|---|---------|-------|---|
| <u>Salary</u> | Group 1 Individual School Range: L12 – L18 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <u>Estimated Number on Roll</u> | 202 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <u>Teaching Establishment</u> | Head +7 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <u>Head teaching commitment</u> | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <u>Management Structure</u> | Head + 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <u>Support Staff</u> | <table><tr><th>Job</th><th>Hours</th><th>Posts</th></tr><tr><td>School Business Manager</td><td>29</td><td>1</td></tr><tr><td>School Clerk</td><td>17.5</td><td>1</td></tr><tr><td>Teaching Assistants (General)</td><td>189 total</td><td>9</td></tr><tr><td>Teaching Assistants (SEN)</td><td>0</td><td>0</td></tr><tr><td>Senior Midday Supervisors</td><td>7.5</td><td>1</td></tr><tr><td>Midday Supervisors</td><td>7.5 each</td><td>7</td></tr><tr><td>Caretaker</td><td>21.75</td><td>1</td></tr><tr><td>Cleaner</td><td>12.33</td><td>1</td></tr></table> | Job | Hours | Posts | School Business Manager | 29 | 1 | School Clerk | 17.5 | 1 | Teaching Assistants (General) | 189 total | 9 | Teaching Assistants (SEN) | 0 | 0 | Senior Midday Supervisors | 7.5 | 1 | Midday Supervisors | 7.5 each | 7 | Caretaker | 21.75 | 1 | Cleaner | 12.33 | 1 |
| Job | Hours | Posts | | | | | | | | | | | | | | | | | | | | | | | | | | |
| School Business Manager | 29 | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| School Clerk | 17.5 | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Teaching Assistants (General) | 189 total | 9 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Teaching Assistants (SEN) | 0 | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Senior Midday Supervisors | 7.5 | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Midday Supervisors | 7.5 each | 7 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Caretaker | 21.75 | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cleaner | 12.33 | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | |

Location

The school is located in Melbourne, a small town approximately 8 miles South of Derby and a short distance to the M1 and rail networks. It has evolved from a rural market gardening and farming area to a flourishing small town with an active community and local small industry.

Accommodation

The school was built in 1952 and comprises of seven classrooms, large hall, good corridor space and toilet and cloakroom facilities. There is an a playground with access to outdoor play equipment and extensive playing fields.

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

Secondary Education

Most pupils that attend Melbourne Infant School from the normal area transfer to Chellaston Academy, an 11 to 18 comprehensive school.

OFSTED Inspection

The school was inspected in 2007 and was judged to be an outstanding school.

Financial Budget 2015/16

The school's basic budget for this financial year is £694,690.

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 14th and 15th March 2016.

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: Midnight on Sunday 14th February 2016.