



**Littleover Community School  
Headteacher  
Application Pack**

# Welcome from the Governors

Thank you for the interest you have shown in the position of Headteacher at Littleover Community School. I hope that this information pack, combined with the content on our website, allows you to form a clear view of the school and encourages you to submit an application.

The opportunity arises following the decision of the current Headteacher to leave after many years of dedicated leadership, during which time the school has gone from strength to strength. As you will see from the details enclosed, we are a high achieving school with exemplary attendance and excellent GCSE and A-Level results.

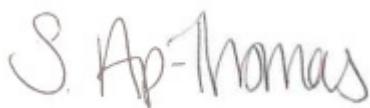
Our strong academic reputation is evident from the last 2 years of Progress 8 scores of +0.5 and our 'Outstanding' sixth form. This was also confirmed in the latest OFSTED inspection in 2022 where the school was rated 'Good'. We recognise that we need to be fully prepared for any future OFSTED inspection using the new Education Inspection Framework.

We are committed to continuous improvement so that the school evolves to match the ever changing needs of the students, the community, the workplace and of the education sector. The school has continued its path as a community school and we need to maintain our high aspirations and focus on a considered evolution in all areas of school life. We need to utilise the latest thinking and technologies to ensure our school and our students are equipped for the future.

The governors, staff, students and parents/carers are committed to continuing to serve our community by developing the very strong academic performance of the school. If you feel you could contribute to this vision we would be very pleased to receive your application.

Details of the appointment process and timetable, including dates when you would be able to visit the school, are provided on the following pages.

Yours sincerely,



Suzanne Ap-Thomas  
Acting Chair of Governors



## Welcome to Littleover

Learning, Caring, Succeeding



Local Authority  
School



1830 Students



Outstanding  
Sixth Form

## About Us

Littleover Community School is a local authority maintained school, with an outstanding sixth form, catering for ages 11 - 18 with approximately 1830 students and 250 staff. (Y7 -11 PAN = 295 in each year) We are rightly proud of the long sustained success of our students in terms of results and their destinations Post 16 and 18.

Our 100+ FTE teaching staff are experts in their field and consistently go the extra mile to ensure that students enjoy their experience at LCS. In 2024 our Progress 8 score was +0.5. In 2023 our P8 score was the highest P8 score of any school in Derby and Derbyshire. At A-Level 61% of all grades were grade A\*-B – another outstanding year.

As an inclusive and diverse school we are also proud of the achievements of all groups who need extra support. In 2024 our disadvantaged P8 score was +0.1 and SEND students was +0.3 – significantly above the National figures.

## Central Location

Our school is situated on the edge of the Derbyshire Peak District in the suburb of Littleover in Derby. Our position has excellent road links to towns/cities nearby eg Nottingham, Loughborough, Burton, Stoke and beyond. Our catchment area draws from a variety of local areas including Derby city centre meaning only a small proportion of students have to catch public transport to school. This means students can take part in our wide and varied extra curricular activities after school. Our buildings are set in pleasant, spacious grounds with plenty of open space for students and staff. We have a proud academic and pastoral record and the school is always popular with parents and carers looking for school places, within our own catchment area and beyond.

## Our Vision & Aims

We are an inclusive school which means we are determined to ensure all students succeed in whatever that means for them. Our aims of "Learning, Caring and Succeeding" are the basis for all that we do as students are at the heart of our everyday practice.

Looking to improve further is always key. Our school priorities are shared with staff and Governors and our community of parents/carers and students have a say in what we are and what we want to be.

# Our Team

Our Senior Management Team consists of the Headteacher, two Deputy Heads, five Assistant Heads, Designated Safeguarding Lead and the School Operations Manager who take responsibility for key areas of development and are highly visible members of the school community.

- Deputy Headteacher - Quality of Teaching & Learning, Curriculum and Staffing
- Deputy Headteacher - Behaviour, Personal Development and Attendance
- Assistant Headteacher - Head of Sixth Form
- Assistant Headteacher - Personal Development and Assessment
- Assistant Headteacher - Designated Teacher for LAC/PLAC and Inclusion
- Assistant Headteacher - SENDCo
- Assistant Headteacher - CPD, Timetabling and Day to Day
- Operations Manager - Non-curricular operations, including Site, HR, Finance, H&S, Data Protection and Lead of Support Staff
- Safeguarding Lead - Designated Safeguarding Lead

# Student Outcomes

We are proud of our students' attainment and progress: Littleover Community School students consistently perform above local and national averages.

## Summer 2024 headlines:

### GCSE

- Key Stage 4 Progress 8: +0.46
- % achieving grades 9-4 in English and Maths: 79%
- % achieving grades 9-5 in English and Maths: 61%
- % achieving grade 4+ in Ebacc measure 54%

### A-Level

Average grade at A-Level	B-
• % of A*-A grades at A Level	35%
• % of A*-C grades at A Level	81%



## Ofsted

The school was inspected in October 2022 and was judged as 'Good' in all areas with 'Outstanding' Sixth Form provision.

The full report can be accessed here: [HTTPS://FILES.OFSTED.GOV.UK/V1/FILE/50201266](https://files.ofsted.gov.uk/v1/File/50201266)

*"Leaders have high expectations. They have created an inclusive and academic culture. Leaders ensure that all pupils, including pupils with special educational needs and/or disabilities (SEND), achieve well. Leaders help pupils prepare for next steps in their education. Pupils and sixth-form students leave school with the skills and knowledge they need to thrive.*

*Pupils' behaviour in lessons is calm and focused. They are eager to share their ideas and knowledge. The vast majority of pupils do not worry about bullying. If they had any concerns, they would report them to staff. Leaders are quick to respond to concerns. The 'LCS Way' helps to create a caring and purposeful culture.*

*Students in the sixth form experience a welcoming and respectful environment. One student said that attending the sixth form has helped them to develop their identity. Students value the support their teachers provide and the sense of community they share with their peers.*

*Leaders provide pupils with personal development opportunities. These include the Duke of Edinburgh's Award scheme as well as sports, arts and music clubs. Some pupils access games club and craft club. Students in the sixth form join in with enrichment activities. These include pottery classes, learning British Sign Language and a debating society.*

*Leaders are ambitious about what they want pupils to learn. Sequences of lessons cover a broad range of knowledge. Leaders have ensured that teachers know which knowledge to teach and in what order. This helps pupils to develop their understanding of the subjects they study. Sixth-form students are very knowledgeable and make connections between current and prior learning."*

## Language Hub Status

Littleover Community School is one of just 15 schools nationally to have been awarded Phase 1 Language Hub status. We are the home of Derwent Language Hub, a beacon of good practice for Languages teaching across the East Midlands.

The school is working with six local Partner Schools to develop the teaching of French, German, and Spanish across Derby city. The focus is increasing both the uptake of Languages at GCSE as well as raising the attainment of students who sit these qualifications.

Our school is a vibrant and diverse community of staff and students. Our students speak over 50 Languages. We are excited that Language Hub funding will give us the opportunity to develop provision for Home, Heritage, and Community Languages including British Sign Language across our community and the wider region.



# Why should you join Littleover Community School?

## Wellbeing

A Leadership Team who fully consider staff workload and wellbeing when considering any changes to practice or systems

A highly supportive approach to CPD and quality assurances that focuses on every member of staff improving, not proving

An approach to pedagogy that ensures we deliver high-quality teaching in each and every lesson, whilst giving staff professional autonomy

Access to the latest technology, including new high spec laptops for staff

A centralised behaviour system which means fully supporting teachers, disruption free classrooms and a supportive internal Alternative Provision

Financial, legal and practical support from qualified professionals on a range of personal issues

All staff also have access to Education Support's Employee Assistance Programme which includes: Access to a team of specialist counsellors who are directly contracted to the school to offer support for our staff.

A range of counselling options including telephone, on line or face-to-face sessions, and a mindfulness module

A dedicated coaching service for line managers, aimed at developing soft skills and building confidence for handling challenging situations

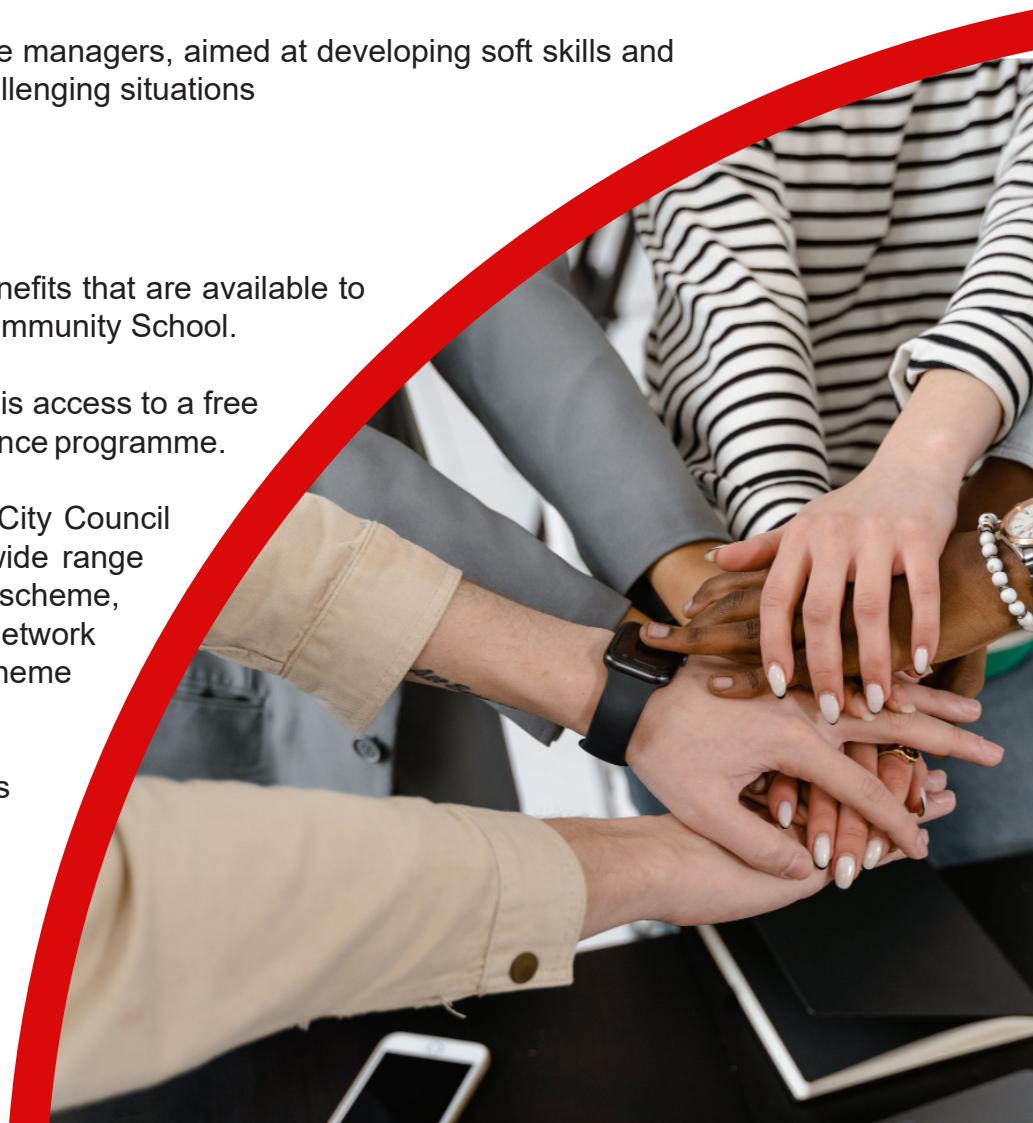
## Employment benefits

There are an extensive range of benefits that are available to you as an employee of Littleover Community School.

For your health and wellbeing there is access to a free on site gym and an employee assistance programme.

You will have access to the Derby City Council Rewards platform, which hosts a wide range of benefits such as the Cycle2Work scheme, benefits and offers at an extensive network of retailers, Tusker Car Lease Scheme and more!

These benefits run alongside others such as access to the Teachers' Pension Scheme or Local Government Pension Scheme (depending on your role), free onsite car parking, free annual flujab and a friendly, supportive working environment!



# Application Process

## School Visits

Applicants who would like to visit the school for a tour with one of our Senior Leaders are more than welcome. You should contact Sara Warren on [s.warren@littleover.derby.sch.uk](mailto:s.warren@littleover.derby.sch.uk) or by telephoning 01332 513219. Visits can be arranged on Wednesday 18th December 2024 or Thursday 9th January 2025.

## Application Process

Application forms and Information packs are available from the school website: <https://www.littleover.derby.sch.uk/careers>

Completed application forms and covering letter indicating why you are suited to the role, should be submitted by email to Sara Warren (School Operations Manager) at [s.warren@littleover.derby.sch.uk](mailto:s.warren@littleover.derby.sch.uk) by no later than 12pm on the closing date of: Friday 17th January 2025.

All applications will be acknowledged. Should you not receive a confirmation email, please contact Sara Warren on the above number.

Applications can also be made through the TES platform.

## Interviews

Interviews will be held on: Wednesday 5th, Thursday 6th, Friday 7th February 2025





# Headteacher - Job Description

<b>Salary:</b>	Leadership L32 - L43 (7 point range to be agreed depending on experience)
<b>Responsible to:</b>	Governing Board
<b>Contract Type:</b>	Full-time
<b>Contract Term:</b>	Permanent
<b>Start date:</b>	1st September 2025
<b>Closing date:</b>	Friday 17th January, 12pm.

## Introduction

The Headteacher is accountable to the Governing Board of Littleover Community School for all aspects of the school's life and work, including carrying out all the responsibilities set out in the current National School Teachers' Pay and Conditions document.

## Main purpose

The Headteacher will:

- Establish and sustain the school's ethos, vision and strategic direction together with the governing board and through consultation with the school community
- Establish and oversee systems, processes and policies so the school can operate effectively
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively implemented
- Monitor progress towards achieving the school's aims and objectives and ensure these are communicated to appropriate bodies
- Allocate financial resources appropriately, efficiently and effectively
- Ensure that the school is inclusive for all students and staff
- Ensure that all Safeguarding measures are in place and KCSIE guidance is followed
- Make effective use of data in key areas for measuring the impact of the school's work (eg Examinations, attendance, behaviour)

## Qualities

The Headteacher will:

- Uphold public trust in the school leadership and maintain high standards of ethics, behaviour and professional conduct
- Be visible around the school, leading by example and demonstrating high expectations
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's students



## Duties and responsibilities

### School culture and behaviour

The Headteacher will:

- Create a culture where students experience a positive and enriching school life
- Uphold ambitious educational standards in order to prepare students from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism through the school code of conduct
- Encourage high standards of behaviour from students, built on relationships that are understood by staff and students, and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy

### Teaching, curriculum and assessment

The Headteacher will work with the senior leaders responsible for Curriculum and Assessment to:

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence
- Ensure teaching is underpinned by subject expertise
- Effectively use summative assessment to inform strategy and decisions
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing students' knowledge and understanding of the curriculum

### Additional and special educational needs (SEN) and disabilities

The Headteacher will work with the SENDCo to:

- Promote a culture and practices that enable all students to access the curriculum
- Have ambitious expectations for all students with SEN and disabilities
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the SEND Code of Practice

### Managing the school

The Headteacher will work with the senior leaders for Operations/Safeguarding to:

- Ensure staff and students' safety and welfare through effective approaches to safeguarding, as part of a duty of care
- Manage staff well with due attention to workload
- Ensure rigorous approaches to identifying, managing and mitigating risk

### Professional development

The Headteacher will:

- Lead and implement an effective process for staff performance management which is linked to appropriate, high standard professional development opportunities
- Keep up to date with developments in education



- Make use of internal appraisal mechanisms to ensure training and continuing professional development is effectively planned, delivered and evaluated
- Make sure professional development opportunities draw on experts both within, and beyond the school
- Seek training and continuing professional development to meet the needs of all staff members
- Undertake their own CPD linked to performance targets, areas of challenge and change

### **Governance, accountability and working in partnership**

The Headteacher will:

- Work with governors by providing information as requested to enable challenge
- Ensure that staff understand their professional responsibilities and are held to account
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations including the local authority
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all students

*Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.*

# Person Specification

	Essential	A*	I*	T*
<b>PERSONAL QUALITIES</b>				
Is ambitious for the school and its students.	X	X	X	X
Has excellent organisational skills, managing time and priorities effectively.	X		X	X
Possesses integrity and could inspire commitment, enthusiasm, confidence and respect from all staff, children and parents/carers, governors and the community.	X		X	
Is committed to equal opportunities and inclusion and values diversity and the unique contribution that every individual makes to the school.	X	X	X	X
<b>QUALIFICATIONS AND EXPERIENCE</b>				
Bachelor's Degree or equivalent.	X	X		
Qualified Teacher Status.	X	X		
NPQH if not already a Headteacher.	X	X		
Proven track record of high-quality teaching	X	X	X	
Successful experience of both curriculum development and positive behaviour management.	X	X	X	X
Successful experience of raising standards for all.	X	X	X	
Proven track record of setting and achieving ambitious targets and understanding achievement/progress data	X	X		X
Experience of working at a senior level in a comparable school.	X			
Recent and relevant professional and management development.	X	X		



# Person Specification

	Essential	A*	I*	T*
<b>PROFESSIONAL SKILLS</b>				
A self-motivated and inspirational leader	X		X	
Able to use a range of leadership and management styles	X	X	X	
Able to lead by example and have a high profile in the school	X		X	
Able to act decisively, including challenging children, staff and others to produce positive outcomes	X		X	X
Able to take difficult decisions, conveying outcomes clearly, positively and with sensitivity	X		X	X
Able to develop and share the collective vision for Littleover Community School	X		X	
Able to lead senior colleagues in bringing about change	X	X		X
Able to ensure that the performance of the school is rigorously monitored, evaluated, improved and reported to the Governing Body	X		X	
Able to work effectively with the Governing Body	X	X	X	
Able to establish appropriate priorities for spending and effectively manage and monitor the school budget.	X	X	X	
Able to leverage technology effectively	X		X	
Able to create and maintain an effective partnership with parents/ carers and stakeholders	X	X		X
Able to develop effective partnerships with other schools, the local community, the local authority and other agencies.	X		X	
Able to adapt to the changing education landscape.	X		X	

\*A-Applications, I-Interview, T-Tasks



# Equality and diversity

Littleover Community School is proud of the cultural diversity of our school community. We welcome enquiries from everyone and also value the diversity of our workforce. As such, the school actively promotes equality of opportunity for all with the right mix of talent, skills and potential.

We welcome applications from a wide range of candidates, including those with criminal records. As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Littleover Community School complies fully with the DBS Code of Practice <https://www.gov.uk/government/publications/dbs-code-of-practice> and undertakes to treat all applicants for positions fairly. Littleover Community School undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed and can only ask an individual to provide details of convictions and cautions that they are legally entitled to know about.

Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended) and where appropriate Police Act Regulations (as amended), Littleover Community School can only ask an individual about convictions and cautions that are not protected.

Littleover Community School selects all candidates for interview based on their skills, qualifications and experience.

# Safeguarding

Littleover Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An offer of employment will be subject to the receipt of a satisfactory enhanced level DBS disclosure with a children's barred list check, two satisfactory references and successful completion of vetting procedures.

In accordance with the statutory guidance, Keeping Children Safe in Education (KCSIE), an online search will be conducted as part of due diligence on shortlisted candidates.

Copies of our Child Protection and Safeguarding Policy, along with other school policies, are available on our website at: <https://www.littleover.derby.sch.uk/information.php#policies>

We would advise anyone applying for a position at LCS to read the above documents, along with the following Keeping Children Safe in Education document: <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

