

TIBSHELF COMMUNITY SCHOOL



RECRUITMENT PACK

OUR GUIDE FOR
PROSPECTIVE EMPLOYEES

"AIM HIGH"



www.tibshelf.derbyshire.sch.uk - 01773 872391

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Information about the school

Tibshelf Community School is a thriving, over-subscribed 11–16 secondary school, located in a stunning £17 million purpose-built site opened in November 2013. Serving a wide rural catchment across nine villages in North East Derbyshire, the school is home to over 830 students, with numbers exceeding the official PAN of 150 in every year group.

We are proud to be a school where **exceptional opportunities** are available to all. Our **outstanding curriculum** is enriched by a wide range of **superb experiences** that inspire ambition, creativity, and personal growth. We foster a **culture of high aspiration**, ensuring every student is supported to achieve their full potential, regardless of background.

Our inclusive ethos supports a diverse range of learners, including a significant proportion of students who are disadvantaged, have SEND needs, or are supported through EHCPs. We are committed to ensuring that every child thrives academically, socially, and emotionally.

Tibshelf is a **happy and supportive place to work**, where staff are genuinely valued, and wellbeing is taken seriously. We believe that a strong, motivated team is key to delivering excellence for our students, and we work hard to maintain a positive, collaborative culture.

The school attained a 'Good' Ofsted judgement in all categories in September 2021. More recently we have been inspected under the new framework and the report will be published shortly. We are pleased to have maintained our very high standards

Key Stage 4 Examination Results

	2023 %	2024 %	2025 %
English and Mathematics 'Standard Pass'	62.4	62.2	66
English and Mathematics 'Strong Pass'	39	39.2	45
EBacc 'Standard Pass'	16.5	31.1	23
Attainment 8	44.53	43.24	44.21

Ethos

Ofsted recognised that *"the values of tolerance and respect are a core part of the school's ethos"*, and we are proud to promote these values in every aspect of school life. We believe that children thrive when they feel happy, secure, and inspired — and we place their safety and wellbeing at the heart of everything we do.

Tibshelf Community School offers **exceptional opportunities** both within and beyond the classroom. Our **outstanding curriculum** is enriched by a wide range of **superb experiences** that foster curiosity, creativity, and ambition. We are committed to creating a **culture of high aspiration**, where every student is encouraged to aim high and achieve their personal best.

Our inclusive and supportive environment ensures that all students feel safe, valued, and motivated. High levels of attendance and participation reflect the strong sense of belonging and enjoyment our students experience. We are proud to be a **happy and collaborative place to work**, where staff wellbeing is prioritised, and every member of the team is recognised and supported.

Our vision is to build on these strengths and continue to grow a dynamic, innovative learning community rooted in excellence, inclusion, and aspiration.

Governing Principle

“Working together to make our school even better.”

Mission

Tibshelf Community School strives to be an outstanding learning community in which individuals are inspired, challenged and supported to become effective global citizens in the 21st century.

We Aim High Through Our Unrelenting Focus On

1. The Learner is at the heart of everything we do
2. Learning is exciting, engaging and inspirational
3. Working together as a professional community to ensure best outcomes for all

Looking Ahead

I am highly ambitious for the school and its community. I sincerely believe that we can make our school even better. We are absolutely committed to attracting the very best staff to Tibshelf and fully supporting their ongoing professional development, with improving the quality of teaching and learning, our core purpose.

If you are excited at the prospect of playing a key role in this, we look forward to hearing from you.

Visits to the school prior to application are both welcomed and encouraged. Please contact Mrs Beverley Wright to arrange an appointment recruitment@tibshelf.derbyshire.sch.uk



Lucie Wainwright
Headteacher

Our School Improvement Plan

Alta Pete: Aim for the Highest

Governing Principle:

"Working Together to Make Our School Even Better"

Mission:

Tibshelf Community School strives to be an outstanding learning community in which individuals are inspired, challenged and supported to become effective global citizens in the 21st century.

We aim high through our unrelenting focus on:

The Learner is at the heart of everything we do

- 1.1 We aim high through our 'I can' culture building a climate of resilience to create independent 21st century learners
- 1.2 We aim high by having excellent practices for facilitating mental health and well-being
- 1.3 We aim high through developing an innovative KS3 curriculum that stretches, challenges and prepares independent learners for the increased demands of KS4
- 1.4 We aim high through developing a relevant KS4 curriculum that is accessible for all and develops independent learners as lifelong learners
- 1.5 We aim high to ensure that all learners achieve their potential and that all gaps are closed
- 1.6 We aim high through having the highest expectations of ourselves, each other, our school and the community

Learning is exciting, engaging and inspirational

- 2.1 We aim high through creating exciting, engaging and inclusive learning spaces
- 2.2 We aim high through challenge in our teaching to enable learners to be aspirational and make significant progress
- 2.3 We aim high through every lesson being challenging, exciting and engaging for all students
- 2.4 We aim high through ensuring that all our parents know what learning looks like at Tibshelf
- 2.5 We aim high through excellent professional development to ensure that all staff are experts in subject knowledge
- 2.6 We aim high by collaboratively working to deliver learning that enables students to be independent, reflective and resilient

Working together as a professional community to ensure best outcomes for all

- 3.1 We aim high by being cutting edge with new initiatives and legislation
- 3.2 We aim high through professionalism at all levels with a 'no excuses' culture
- 3.3 We aim high through using expert staff to develop others and actively promote an 'open door' culture
- 3.4 We aim high through collaborative working to highlight potential CPD
- 3.5 We aim high by ensuring that we have 'excellent' strategic and operational resourcing by having all staff (including Governors) in the right jobs with the right skills and specialist knowledge supported by outstanding CPD
- 3.6 We aim high through a rigorous Performance Management system linked to accountability and school improvement
- 3.7 We aim high by developing consistently excellent leadership at all levels across the school
- 3.8 We aim high through high quality services and products
- 3.9 We aim high through safe and secure working environments
- 3.10 We aim high through recognising the health and wellbeing of our staff to enable effectiveness, high levels of productivity and innovation

Staff Health and Wellbeing

We recognise the importance of ensuring that all staff at Tibshelf Community School enjoy a healthy work-life balance in order to ensure they can not only provide the best teaching and learning outcomes to our students, but that the school can promote a culture of progress and wellbeing at all levels.

We work hard offering a variety of initiatives, services and events to provide a well-rounded sense of wellbeing. A happy working life and career at Tibshelf Community School is supported by some of our key wellbeing initiatives including:

- Whole Staff Induction programme
- 1-1 personalised performance management/appraisal system
- Mentors for ECTs
- Exemplary CPD programme
- Leadership Development Opportunities
- Celebration Events
- Sports & social events
- Dedicated department bases for teaching faculties
- On-site parking
- Laptops with secure home-school access for all teaching staff
- Extended access to school during our wider opening hours
- Access to the canteen and dining facilities

In addition to the above, all staff members have access to complimentary medical and wellbeing support services available 24 hours a day / 7 days a week including (but not exhaustive):

- Nurse support service
- Emotional support and counselling
- Workplace assessments
- Occupational health referrals for access to Physiotherapy and workplace adjustments

The Application Process

Closing date:	Sunday 7 th June 2026
Proposed interview:	Week commencing 8 th June 2026
Start Date:	As soon as possible

You can apply via Derbyshire County Council's website, alternatively send your completed application form to recruitment@tibshelf.derbyshire.sch.uk. If you would prefer a paper copy of the form, please contact reception.

If you are short-listed, you will be emailed with the arrangements for the interview.

Shortlisted candidates may be subject to **online searches as part of our safer recruitment checks**. This is to help identify any incidents or issues that are publicly available and relevant to your suitability for the role.

Unfortunately, if you have not been contacted prior to the interview day, your application has not been successful on this occasion.

Tibshelf Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All staff and volunteers are required to undertake a criminal record check via the DBS before they can be appointed.

Unfortunately, due to Safer Recruitment regulations, we are not able to accept a CV.

Job Profile

Post:	School Minibus Driver
Pay Range:	Grade 5
Base:	Tibshelf Community School
Responsible to:	School Business Officer (Admin Manager)

Specific Responsibilities:

Personnel Specification:	The postholder will be expected to have previous experience of driving a minibus / large vehicle and hold a full, clean UK driving licence, with a willingness to complete safeguarding and driving proficiency training.
Job Summary:	To assist in the provision of an effective and efficient transport service for our pupils and to support Primary schools who are part of the 5 Pits Partnership when required. Flexibility on working days and, at times, working hours is essential due to the nature of this post.
General Duties:	<ul style="list-style-type: none"> • Safely transport students and equipment, following all traffic laws • Complete pre- and post-drive vehicle checks • Report any issues or incidents to the Admin Manager • Log mileage and maintain vehicle cleanliness • Wear appropriate, professional attire • Follow health and safety guidelines <p>You will work alongside a second staff member during student transport. Flexibility is essential.</p>

As a School Minibus Driver, you will be responsible and accountable to the School Business Officer (Admin Manager) for:

General Responsibilities:

Job holders at this level carry out a range of tasks using knowledge of processes and procedures, with awareness of other activities as they relate to the job.

They plan and organise own work on a daily/weekly basis, operating within well defined processes. They may be responsible for a specific area of work from start to finish, ie, aware of when and how tasks are to be undertaken, taking responsibility for completing work and meeting deadlines. Communication and interaction are primarily concerned with giving and receiving information.

Confidentiality and Disrepute:

You are required to maintain an appropriate standard of confidentiality at all times regarding any information you come into contact with pertaining to students, staff, volunteers or governors.

You are required to not partake in any action which the school deems to bring the school or any of its stakeholders into disrepute.

Equality and Diversity:

Act in accordance with the Equality Act.

Health and Safety:

Ensure own compliance with school's Health and Safety Policy/Procedures and that of any resources you have responsibility for.

Risk Management:

Contribute to risk awareness through carrying out of duties and raise issues where appropriate.

Safeguarding:

Adhere to the school's safeguarding policy.

NOTES:

The above duties are not exhaustive and the postholder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Senior Management Team.

- To take responsibility for the implementation of and compliance with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- This job description will be kept under review and may be amended via consultation with the individual, Governing Body and/or Senior Leadership Team as required. Trade Union representation will be welcomed in any such discussions.

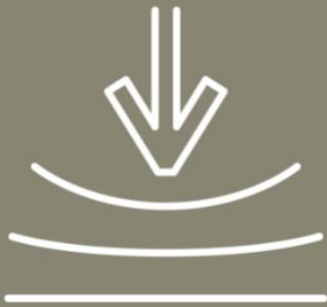
Person Profile

	Essential	Desirable	Evidence
Experience	<ul style="list-style-type: none"> • Previous experience of driving a minibus / large vehicle 	<ul style="list-style-type: none"> • Driver's Certificate of Professional Competence (CPC) • Geographical knowledge of the local area 	<ul style="list-style-type: none"> • Application form • Certificates of achievement • Probing at interview
Ability & Skills	<ul style="list-style-type: none"> • Hold a full, clean UK driving licence • Pleasant, patient, and helpful personality • Ability to work on own initiative and as part of a team • Ability to work effectively under pressure and maintain a calm demeanour • Ability to communicate with a range of different people • Reliable and trustworthy • Strong time management and punctuality • Competent to undertake vehicle checks and carry out basic maintenance 	<ul style="list-style-type: none"> • Knowledge of statutory policies and procedures affecting schools 	<ul style="list-style-type: none"> • Application form • Probing at interview • Testing at interview



TIBSHELF COMMUNITY SCHOOL

CHARACTER VALUES



Resilience



Respect



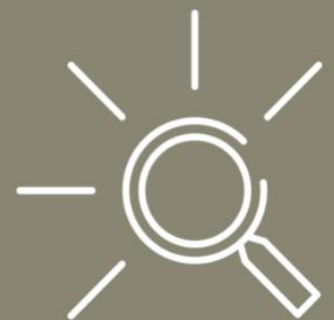
Positivity



Integrity



Community Spirit



Curiosity

