



Co-Headteacher The Lancaster School Recruitment Pack

Welcome,

Thank you for showing interest in our Headteacher vacancy at the Lancaster School. A diverse, caring and friendly infant and nursery school in the heart of the Birchwood estate, to the south of the beautiful cathedral city of Lincoln. We are looking for a dedicated headteacher who will work closely with our substantive headteacher (working 3 days a week) to continue to embed a culture high expectation, coupled with a love of learning. The successful candidate will demonstrate they can work closely with others, inspiring and uniting the staff to provide the best opportunities for the children in our care.

We hope this pack, together with the website will provide you with useful information and an insight into The Lancaster School. If you would like to talk to one of the Governors personally, please feel free to contact the school office and make an appointment on 01522 685078.

Brian Main

Chair of Governors, Forest Skies Federation

School Information: The Lancaster School, Part of the Forest Skies Federation

Co-Headteacher: Miss N Houghton

Address: 82 Jasmin Road, Lincoln, LN6 0QQ

Telephone: 01522 685078

Email: Lancaster@forestskeys.co.uk

Website: www.Lancaster.lincs.sch.uk

Federation Website: www.forestskeysfederation.co.uk

Application Process: Please complete the application pack and email to Dianne Smith, School Business Manager; Dianne.Smith@forestskeys.co.uk

For an informal discussion with the Chair of Governors or to arrange a visit, please contact the school office at 01522 685078.

Closing Date for Applications: Monday 16th September 2024

Interviews: Tuesday 24th September 2024



Forest Skies Federation

Lancaster School is one of three schools within the Forest Skies Federation, the schools are federated under one governing body.

The three schools; The Lancaster School, Woodlands Infant and Nursery School and Birchwood Junior School work extremely closely together to offer an excellent education for around 500 pupils, In addition to this, they collaborate on every aspect of school life including shared administration roles, professional development for staff and pupil experience days and events, this continuity for our pupils and their families secure our federation as an integral part of the local community.

The Lancaster School

At The Lancaster School we believe that between the ages of 3 and 7 children need a highly creative and engaging curriculum, which develops a love of learning and self-confidence. At The Lancaster School we continually strive to offer our children a high standard of education and a safe, happy environment in which to work and play. We aim to nurture and care for each individual to enable them to grow, flourish and be the best that they can.

Our learning environment is welcoming and stimulating and supports the emphasis we place on encouraging children to become independent learners who can ask questions and develop the skills to solve problems for themselves. Children are given many opportunities to be creative and develop their creative thinking. We aim to provide a broad and balanced curriculum which supports the development of a wide range of skills and knowledge, with reading, writing and mathematics at the heart of everything we do. We also place great importance on developing personal, social and emotional well-being with children being encouraged to be kind and caring towards one another.

The relationship between school and home is very important to us and we enjoy working with parents and carers for the benefit of all children. We aim to do all we can to ensure our children feel safe, happy and valued.

Our Vision and Values

Our vision is to 'Nurture Aspirations'. This means ensuring we support a child's whole well being to enable them to learn and provide rich opportunities and experiences so they will 'Take off and fly!'

Our Aims

We aim to achieve this vision by working together as a team- staff, parents, governors and the local community:

- Create a safe and nurturing environment where pupils' emotional well-being is supported and sense of self-worth is developed
- Promote a high standard of behaviour and an atmosphere where all members of the school are valued as individuals
- Provide a broad and balanced curriculum that is fun, hands on, creative and personalised to our children that will stimulate a natural curiosity about the world around us
- Provide high quality teaching and learning which inspires, motivates and engages all children, developing a love of learning
- Promote and celebrate effort and engagement developing self-motivated learners in order to produce confident pupils unafraid to take risks in the pursuit of ambitious goals



- Focus on developing the moral values of being caring and showing integrity and promoting the value of mutual respect for others' beliefs, opinions, actions and authority, in order to develop 'well rounded', caring and responsible citizens

Our School Values

Our values direct our thinking and are at the heart of our policies and practice. We have 6 core values that run across our Federation.

RESPECT

- We are polite and well-mannered
- We treat everyone fairly
- We value diversity and recognise that everyone is different
- We are open minded and include everyone
- We listen to each other, work together, take turns and share.

COLLABORATION

- We work together to be better problem solvers
- We communicate more clearly when working as a team
- We become better listeners
- We are tolerant of others ideas and opinions
- We build a sense of ownership

NURTURE

- We make people feel safe and cared for
- We are kind and considerate to each other
- We help and comfort those who need it

- We think of others feelings and do not say or do things that hurt others
- We care for ourselves, each other, the environment and things around us

CREATIVITY

- We encourage creativity and new ideas for doing things
- We ask questions
- We are not afraid to make mistakes
- We wonder why things happen

RESILIENCE

- We have an open growth mind-set
- We build skills to help us in life
- We become more confident as we build resilience
- We embrace challenge

ASPIRATION

- We aim high
- We look positively for solutions
- We are hopeful for the future
- We seek to achieve

Our Ethos

We believe our school will nurture the aspirations of all of our pupils, leading them to achieve their full and unique potential – unlocking talents and promoting curiosity. We are committed to developing a welcoming, safe and stimulating environment that will enable our pupils to become responsible members of society with a passion for life-long learning. We offer a highly engaging curriculum as well as the opportunities to create memorable experiences through learning which goes beyond the classroom. We celebrate the different experiences, interests and strengths which will influence the way they learn and develop their independence.



Job description & person specification

Salary:	L10-L16
Contract type:	2 days per week
Reporting to:	Chair of Governors
Responsible for:	The Lancaster School

Purpose of job:

Duties: This job description is subject to the general conditions of service for a Headteacher as set out in the current School Teachers Pay and Conditions Document. This job description is based on the National Standards of Excellence for Head Teachers (2020). The job description details responsibilities but does not direct any particular priorities or amount of time to be spent carrying out these duties. This job description is not prescriptive, nor necessarily a comprehensive definition of the post. As such, it may be subject to amendment, after consultation, to meet the changing needs of the schools.

Main Purpose: The Headteacher will provide professional leadership, vision and strategic direction for the schools to maintain and develop the school's Christian ethos which enables pupils and teachers to achieve effective learning. The Headteacher will ensure that the school's aims and objectives are implemented in accordance with the policies of the governing body and national and local education strategy.

Main duties

School culture

- establish and sustain the federations ethos and strategic direction in partnership with those responsible for governance and through consultation with the school community
- create a culture where pupils experience a positive and enriching school life
- uphold ambitious educational standards which prepare pupils from all backgrounds for their next phase of education and life
- promote positive and respectful relationships across both school communities and a safe, orderly and inclusive environment
- ensure a culture of high staff professionalism

Teaching

- establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn



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- ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains
- ensure effective use is made of formative assessment

Continuous school improvement

- make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness, and identify priority areas for improvement
- develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the context of each school
- ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time

Working in partnership

- forge constructive relationships within and beyond the federation, working in partnership with parents, carers and the local community
- commit their federation to work successfully with other schools and organisations in a climate of mutual challenge and support
- establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils

Governance and accountability

- understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility
- establish and sustain professional working relationship with those responsible for governance
- ensure that staff know and 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



Person specification

Selection decisions will be based on the criteria outlined below. At each stage of the process an assessment will be made by the appointment panel to determine the extent to which the criteria have been met. When completing your application, you should ensure that you address each of the selection criteria and provide supporting evidence of how you meet the criterion through reference to your work or relevant experience. These criteria will be assessed using evidence from your application form, formal interview, interview tasks and references.

Requirements	Essential	Desirable
Qualified Teacher Status (QTS)	X	
A proven track record of successful senior leadership experience within a primary school	X	
Evidence of proactively pursuing continued professional development and being a lifelong learner	X	
Experience across the whole primary provision including the Foundation Stage	X	
NPQH		X
Experience of working in schools with high PP/deprivation		X
Current safeguarding training	X	
Enhanced DBS clearance	X	
Ability to demonstrate commitment to safeguarding and promoting the welfare of children	X	
Having fully supportive references	X	
Evidence of actively maintaining a safe and well-ordered school environment	X	
Current safer recruitment training		X
Have an excellent understanding of the primary curriculum across EYFS, KS1 and/or KS2	X	



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Ability to articulate a clear vision of how to take the school forward, building upon existing strengths and taking all members of the school community with them	X	
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Lead by example with integrity, inspiration, resilience and creativity; drawing on their own experience and skills of staff and governors	X	
A commitment to embrace the school's distinctive ethos and continue to embed its values.	X	
A person who understands the distinctive nature of a Church School	X	
Able to manage own workload and that of others to allow an appropriate work/life balance with the support of the senior leadership team and governors	X	
Ability to continue and further develop the wider curriculum in order to nurture the "whole child"	X	
Ability to provide constructive feedback to staff and children that promotes next step development whilst recognising achievement	X	
Clear understanding of the SEN Code of Practice and proven experience of supporting children in overcoming barriers to learning	X	
Evidence of creating a culture which enables the personal, social and emotional development of each child in order to optimise learning potential	X	
A commitment to respond to the voice of the child.	X	
Committed to aspirational educational standards for all pupils and staff	X	
Demonstrates the ability to be inspiring and motivating and meeting the needs of the community	X	
Evidence of identifying and developing emerging talent and leadership ability	X	
Values mutual support and respect, fostering strong working relationships and building an effective team	X	



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Abreast of the latest educational developments and research	X	
Evidence of understanding the impact of budgets, resources and financial planning on school sustainability.	X	
A proven track record of building positive relationships with all members of the school community.	X	
A commitment to promote diversity, equality and inclusivity	X	
A commitment to proactively foster parental engagement.	X	
Able to maintain and develop opportunities for partnerships with parents, other schools, local churches and other community groups	X	
Evidence of encouraging the personal and professional development of all staff	X	
Able to build upon our last OfSTED inspection outcomes	X	
Welcomes support and challenge from the Governing Body and actively supports the governors to deliver their functions effectively	X	
Experience of working successfully with other school leaders in networks, federations, trusts, teaching schools work or within a leadership team	x	
Experience of an OFSTED inspection at leadership level		X
Reflective - able to build on the current strengths of the federation.	X	
Be approachable and accessible	X	
Be an excellent communicator and have strong interpersonal skills (written, verbal and aural) and resilience to engage the school community.	X	

General: The postholder is expected to work to carry out the duties in accordance with the school's policies and procedures.

Other Duties: The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties



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and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding: All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition, employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.