

Dream big. Love God. Live well.



**BISHOP KING CE
PRIMARY SCHOOL
DEPUTY HEAD
TEACHER
APPLICATION PACK**



Bishop King is a Voluntary Aided Church of England primary school in the centre of Lincoln. We have approximately 433 children on roll, including a Nursery class. We are an inclusive school within a very diverse community; our children are of many different nationalities.





School Details

Address	Bishop King CE Primary School Kingsway Lincoln LN5 8EU
Telephone	01522 880094
Web site	www.bishopking.org.uk
Group size	3
Salary Range	L6-10
Start Date	September 2026
Contact e-mail for correspondence.	enquiries@bishopking.lincs.sch.uk

Recruitment Process

- **Closing date for applications: Monday 20th April at 9am**
- **Shortlisting and screening: Tuesday 21st April**
- **Interviews: Tuesday 7th May**

School Visits: Visits to the school are strongly encouraged. To arrange a visit, please contact the school via email, enquiries@bishopking.lincs.sch.uk or phone, 01522 880095.

Visits are available at the following dates and times:

- Monday 16th March – 9.30am and 4.00pm
- Tuesday 17th March – 1.30pm
- Tuesday 24th March – 9.30am and 1.30pm
- Wednesday 25th March – 9.30am and 1.30pm
- Monday 30th March – 9.30am and 4.00pm
- Wednesday 1st April – 9.30am
- Thursday 2nd April – 9.30am and 4.00pm

How to apply: If you feel excited about the prospect of working in our school, then we would be delighted to hear from you. A recruitment pack and application form can be found on our website: <https://www.bishopking.org.uk/Vacancies.asp>. Completed applications should be returned by email to: enquiries@bishopking.lincs.sch.uk.

All applications must be received by 9am on Monday 20th April 2026. No late applications will be considered.

Safeguarding: The Governing Body, Lincolnshire County Council and The Diocese of Lincoln are committed to safeguarding and promoting the welfare of children and young persons and require all staff and volunteers to demonstrate this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. Offers of employment are subject to a satisfactory enhanced DBS disclosure and other employment checks. Please note we may also carry out online searches of shortlisted candidates.



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Letter from the Chair of Governors

Dear Applicant,

Thank you for considering an application to be Deputy Head Teacher at Bishop King Church of England Voluntary Aided Primary School. Following the retirement of our current Deputy Head Teacher, we are looking for somebody to work with the Headteacher, providing support to the Senior Leadership team, creating, inspiring and embodying our vision and ethos.

We think that our school is a special place, with many people referring to it as their 'Bishop King family'. Everything we do is rooted in our vision: 'Dream big. Love God. Live well.' and you will see our twelve church school values being demonstrated by our whole school community.

Collective Worship is an important part of every day, and it is a privilege and blessing for me whenever I am invited to join in.

We have a diverse and dedicated staff, some of whom have many years of experience, and we support opportunities for staff to progress in their careers. At the same time, we nurture new talent, bringing on apprentices, student teachers and SCITTs. Our non-teaching staff includes the School Business Manager, SENDCo, Site Manager, Safeguarding and Attendance Officer and Chef.

Our children are knowledgeable and inquisitive, and we celebrate the fact that they represent so many countries and cultures from around the world. We are an inclusive school, and welcome children from all backgrounds, with a range of needs and with any or no faith. We have high aspirations for all of our pupils to fulfil their potential and develop into confident, compassionate, responsible citizens and enthusiastic lifelong learners.

Bishop King has positive relationships across the local community, with other schools, care homes, local churches, Lincoln City FC, Lincolnshire Police and other agencies. The Friends of Bishop King School (FOBKS) is made up of staff, parents and other members of the community and organises events to raise money for the school.

Our Governors are engaged and supportive and work well with the staff and children in the school to realise our vision. We understand that those entrusted with leading our school must be supported, challenged and nurtured in their own careers. We look forward to working with the Head Teacher to ensure the best possible future for the school.

If you are interested in being part of the team leading our school into further success and being part of our exciting future, we would be delighted to meet you on one of our school tours. Please contact the Clerk to the Governors to arrange a visit.

Yours faithfully,

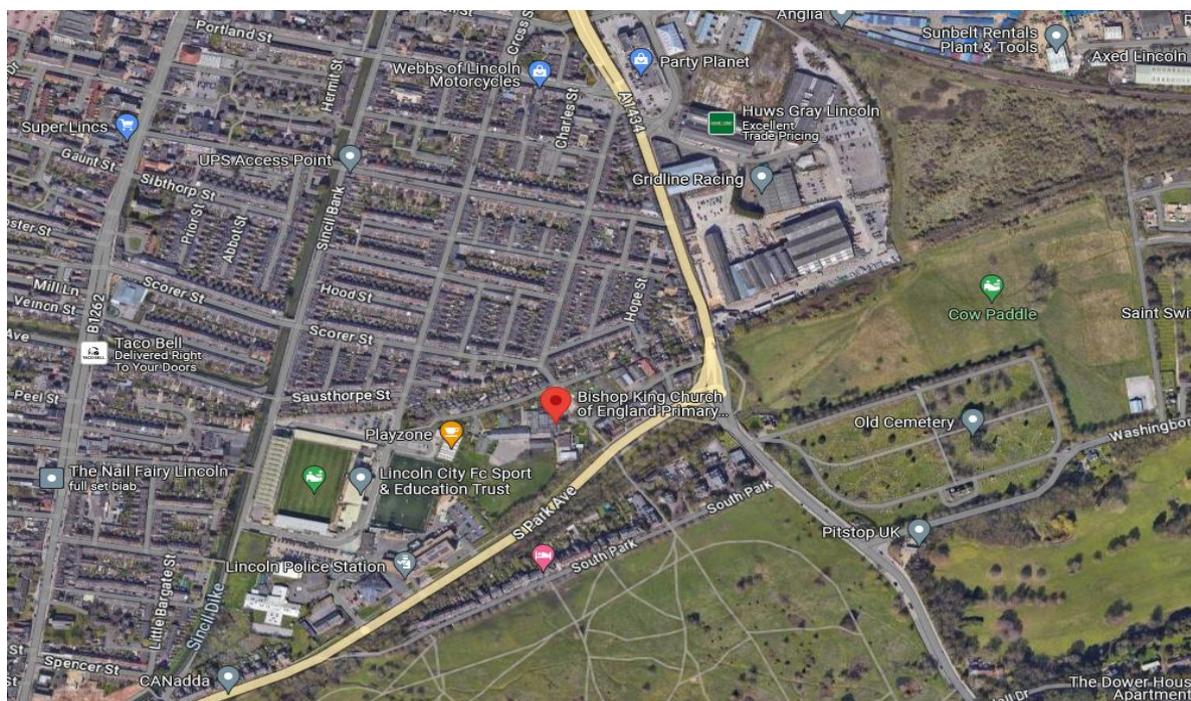
A handwritten signature in black ink, appearing to be 'Tony Stevens'.

Mr. Tony Stevens (he/him)

Chair of Governors, on behalf of the Governing Body



Our Location



The area now known as Sincil Bank lies in a rectangular area between the East side of the lower High Street, Tentercroft Street, Canwick Road and South Park/South Park Avenue. It is bisected by the Sincil Dyke, running east from the River Witham, turning north a short distance from the High Street, running straight as a dyke and finally disappearing into a tunnel at Tentercroft Street car park. The dyke provides the main drainage for the area, which otherwise would be marshy for part of the year. Now an area of dense largely Victorian and 20th century housing, the area has a surprisingly long history as a significant part of the City of Lincoln.

Lincoln is a Cathedral City and the county town of Lincolnshire - one of the UK's largest counties. Part of the East Midlands, Lincolnshire sits on the East coast of England, to the north of Norfolk and the south of Yorkshire - nestled between the Humber and the Wash. Lincoln is just:

- **40 miles north east of Nottingham**
- **48 miles south east of Sheffield**
- **50 miles north of Peterborough**
- **70 miles south of York**
- **90 miles north east of Birmingham**
- **150 miles north of London**

Lincoln has been named in the top ten cheapest cities to live in the UK (INCORPUK2024)

Access to Lincoln is easier than you may think. The A1 and A46 make the journey from the south and the midlands [by road](#) quicker now than ever before. And from the north and north west, the M180 connecting to the A15 make for a straightforward journey.



About our school – ethos and approach

Vision, Aims and Values

Our vision as a Church of England Voluntary Aided primary school, deeply rooted in a strong Christian tradition, is to develop happy young people with enquiring minds, and lifelong love of learning and respect for themselves, others, and the environment so that they will have the skills, resilience, and adaptability to thrive in a rapidly changing world.

‘ Dream big. Love God. Live well. ’

Our aims are at the core of everything we do and underpin our teaching and learning. We aim to ensure that everyone in our school reaches the highest standards of achievement possible whilst becoming confident and independent and to provide a happy, safe, and stimulating atmosphere where:

- Christian values are promoted.
- Our diversity is at the very heart of our school.
- Respect for others and personal responsibility are expected.
- An engaging education which appeals to the many interests of the children is provided.
- Children enjoy learning and are confident and willing to try.
- High academic standards are encouraged, and the needs of every child are met.
- Teachers, parents and carers work together as partners in their children’s education.
- Foundations for lifelong learning are established.
- Children develop independent learning skills.
- Community spirit is fostered.
- The wellbeing and mental health of every member of our school community is supported.

School Development Plan

Our current School Development Plan has the following main objectives:

- To ensure there is a shared understanding of quality first teaching and that this applied consistently across school.
- To ensure strong provision that meets the needs of all pupils and leads to improved outcomes at the end of reception.
- To ensure that assessment is accurate and used effectively to inform teaching and learning.
- To ensure there is a consistent approach and shared understanding of how behaviour is managed across school.



School context

At Bishop King Primary School, the wellbeing of our children is paramount, and we strive to ensure that they all feel happy, safe, secure and truly valued as individuals and thus able to learn. A strong sense of 'family', 'belonging' and 'active participation' is fostered, which is underpinned by a caring Christian ethos. Our location means that we have to adapt to issues from high mobility and high EAL, with over 30 languages currently spoken within the school. Our children are encouraged and supported to believe in themselves and what they can achieve, not only academically but in recognising and developing the skills and personal attributes they each possess.

The school population is very diverse, with over 20% of pupils on the SEND register and 20 pupils have an EHCP. 27% of pupils are eligible for free school meals, over 70% of pupils speak English as an additional language and 79% of pupils are not White British.

Structure and organisation

We currently have 433 pupils, with high mobility being an ongoing challenge across the school. We are a two-form entry, made up of 433 pupils, including a nursery of 39 children. Most of our pupils come from the local Sincil Bank area.

The leadership structure is currently a Headteacher supported by a Deputy Headteacher. We have a Senior Leadership Team (SLT) made up of the Headteacher, Deputy Headteacher, EYFS Lead, KS1 Lead, Lower KS2 Lead, Upper KS2 Lead, SENDCo, School Business Manager and Attendance and Safeguarding Lead.

Support for individual children and general support within class is provided by a team of Teaching Assistants. We have a dedicated SENDCo, a Pastoral Lead and a Safeguarding and Attendance Lead. We also have a dedicated and hardworking admin team including our School Business Manager, 4 admin staff, a Site Manager and assistant, a Chef and 2 Kitchen staff who run our own kitchen.

Buildings and grounds

The school is a single-story construction consisting of 3 main buildings with adjoining walkways and a separate kitchen modular building.

Outside, we have a large playing field, a hard playground with play equipment and each year has a garden area assigned. The school grounds are fully fenced with an area of woodland to the rear. There is also a segregated outdoor area for our Early Years pupils.

We have recently had a Multi-Use Gaming Area (MUGA) built. Solar panels have been fitted and are in the process of fitting Air-conditioning units throughout the school.



Staff, Governor, parent and community partnership

There is a much-valued partnership between the staff, governors and parents of the school and additionally the wider local community.

The school has a stable, cohesive, flexible and hardworking team of teaching and support staff. Our teachers support each other and are always willing to 'go the extra mile' to nurture our children and provide them with stimulating learning experiences. This commitment to the school and its pupils is also replicated in our TAs, office staff and other support staff so that there is a united and happy atmosphere within the school.

The Governing Body is active in its support, with regular meetings of the Finance and Resources Committee and Full Governing Body and Governor visits to monitor and observe, talk to the children and talk to subject coordinators. Some Governors also volunteer in school. Both OFSTED and SIAMS inspection reports comment on how well-informed Governors are.

The school also enjoys a good level of involvement with and support from parents and the local community. The Friends of Bishop King School (FOBKS) is involved in many aspects of school life, organising fundraising and social events and promoting a sense of community and belonging between families, the community and the school. The money raised by FOBKS enables the school to provide equipment and experiences that would otherwise not be possible. Some parents and grandparents volunteer to help in school, for example by listening to children read or supporting the class teacher in supervising trips to the woods adjoining the school.





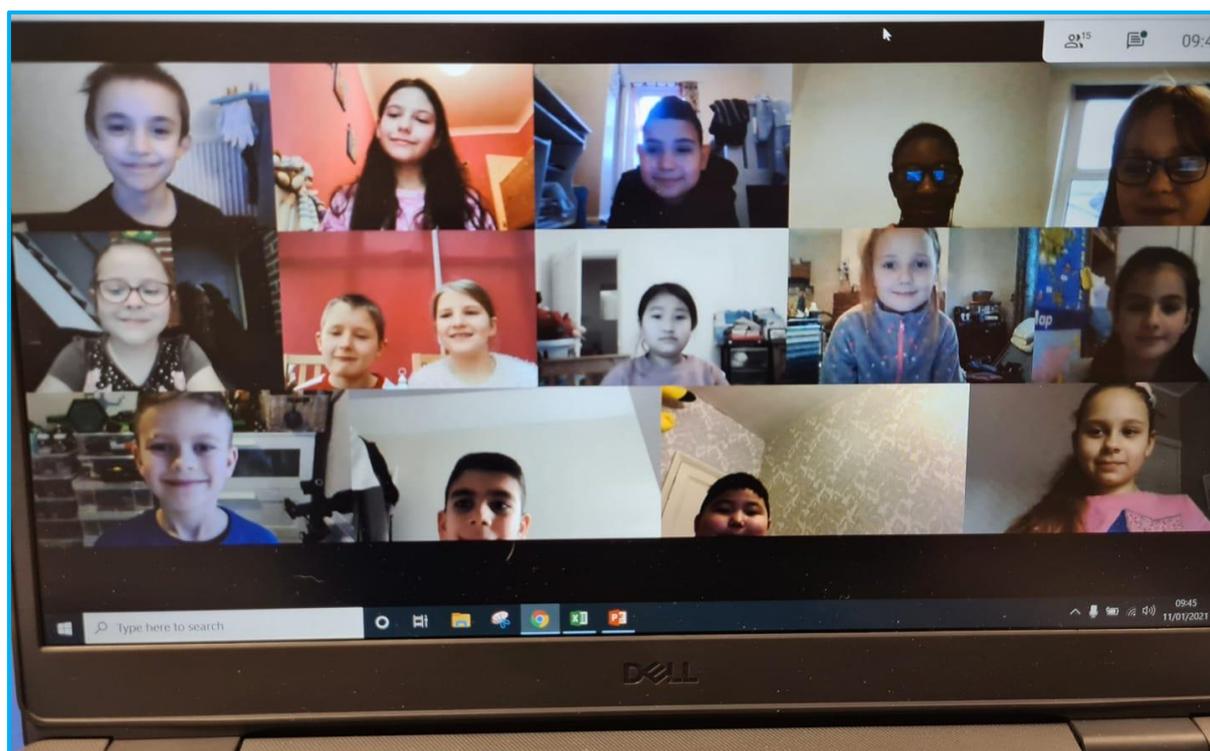
Church school

From SIAMS Inspection 2024

Leaders are deeply proud of their school. The Christian vision, 'Dream big. Love God. Live well.' is deeply rooted in the biblical verse from Philippians. Leaders are driven by the vision to ensure barriers do not define but instead offer opportunities for all to grow. Decisions on curriculum design inspire pupils to dream big, equipping them with confidence and resilience to always try their best. They ensure the uniqueness of every pupil is celebrated. As a result, pupils and staff express that with the strength of Christ, they can achieve great things.

Church school status

Bishop King CE Primary School is a Church of England Voluntary Aided school which means that the Church owns the buildings, but its maintenance and staffing are the responsibility of the Local Authority and the school Governors. The school enjoys a close relationship with the Church and with the local community.





Inspections

Ofsted (from Ofsted 2021)

While some pupils who attend this school have lived in England all their lives, many have recently arrived in the United Kingdom. Pupils come here from countries all over the world. They are made welcome. Staff and pupils say that ‘Everyone is greeted with a smile to make them feel valued and safe.’

The school’s motto, ‘Dream big. Love God. Live well.’ threads through the life of the school. Pupils learn about life beyond their local area. They learn about the different opportunities and careers that may be available to them in the future.’

This is an inclusive school. One pupil proudly declared: ‘I have friends from Lithuania, Bulgaria, Latvia and Vietnam.’ Pupils learn about the world in which they live. Pupils learn about the location, culture and language of a wide range of countries. This is part of making the many pupils who were born outside the United Kingdom feel welcome, included and at home here.’

SIAMS (from Inspection 2024)

A key priority when pupils enter the school from different countries is to support them with keywords to help them feel part of the community. Pupils talk about how important it is to welcome everyone with God's love. They talk about the importance of showing love, respecting each other, and offering help to those in need. They have a clear sense of justice and to do what is right. The safe and stimulating environment encourages everyone to walk in Jesus’s footsteps to ‘make a difference’ in and outside school.’



Deputy Headteacher Job Description

Core Purpose and Accountability

- To play a major role, under the direction of the Headteacher, in formulating the aims and objectives of the school, establishing the policies through which they shall be achieved, managing staff and resources to achieve the aims and objectives of the school and monitor progress towards their achievement.
- To take an active role in the Senior Leadership Team, contributing to the development of identified areas leading to high standards of teaching, effective use of resources and improved standards of learning and achievement for all children.
- To undertake the professional duties of the Deputy Headteacher reasonably delegated by the Headteacher.
- To undertake the professional duties of the Headteacher, in the event of her absence from the school.
- To provide, in partnership with the Headteacher and the Senior Leadership Team, the leadership of teaching and learning across school.
- To provide the leadership and management of key areas of the School Development Plan as agreed with the Headteacher.

Generic responsibilities of all teachers

- To carry out the duties of a school teacher as set out in the Teachers' Pay and Conditions Document and the Teacher Standards document. This includes any duties that may be reasonably directed by the Headteacher and the accountabilities expected of class teachers at Lincoln Bishop King CE Primary School.
- To facilitate and encourage learning which enables students to achieve high standards, to share and support the corporate responsibility for the well-being, education and discipline of all children.
- To uphold the school's principles and policies which underpin good practice and the raising of standards.
- To uphold and promote the school's aims and values.
- To take an active role in the School Self Evaluation process.
- To undertake professional development.
- To undertake annual appraisal, setting and agreeing targets linked to the School Development Plan priorities with the Headteacher.

Strategic direction and shaping the future

- Work with the Headteacher in ensuring the vision for the school is clearly articulated, shared, understood and acted on by all.
- Demonstrate the vision and values of the school in everyday work and practice, motivating and working with others to create a shared culture and positive climate.
- Assist the Headteacher in the on-going and annual review of standards of leadership, teaching and learning, specific areas of responsibility and across all areas of school provision.
- Work with the Headteacher and Senior Leadership Team to develop the School Development Plan.



- Develop and implement policies and practices which reflect the school's commitment to high achievement and are consistent with national and local strategies and policies.
- Promote high expectations for attainment and progress for all pupils.
- Monitor and evaluate the progress made towards identified areas of focus and development.
- Work with the governing board, outside agencies and other stakeholders to inform future action.

Leading Learning and Teaching

- Work with the Headteacher to continue to raise the quality of teaching and learning and pupils' achievement, setting high expectations and monitoring and evaluating the effectiveness of learning outcomes.
- Monitor, evaluate and review classroom practice, ensuring accountability of staff for the progress of their pupils.
- Maintain a consistent and continuous focus on students' achievement, ensuring resources are deployed to enhance progress.
- Develop the whole staff, phase teams and individuals to enhance performance.
- Plan, organise and deliver professional development for all staff.
- Keep abreast of the latest research and development and use this to inform practice.
- Plan, delegate and evaluate work carried out by teams and individuals.
- Recruit and select teaching and support staff.

Securing Accountability

- Work with the Headteacher to ensure the school's accountability to a wide range of groups, particularly parents, carers, governors, LA, Diocese and DfE.
- Support the development of a school ethos, which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Work with the Governing Body (providing information, objective advice and support) to enable it to meet its responsibilities.
- Reflect on personal contribution to school achievements and take account of feedback from others.
- Evaluate the quality of teaching and standards of achievement, setting targets for improvement.
- Ensure that individual teaching staff accountabilities are clearly defined, understood, agreed and subject to rigorous review.

Resource Management

- Work with the Headteacher to provide effective organisation and management of the school and seek ways to improve organisational structures and functions based on rigorous self-evaluation.
- Work with the Headteacher to ensure the school and the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment.



- Secure and allocate resources to support effective learning and teaching within identified areas.
- Monitor and control the use of resources and budget according to the school's agreed financial procedures.

Developing Self and Working with Others

- Work with the Headteacher to build a professional learning community which enables others to achieve.
- Support staff in achieving high standards through effective continuing professional development.
- Demonstrate commitment to your own professional development.
- Implement successful appraisal processes with allocated members of staff.
- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture.
- Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities.
- Acknowledge the responsibilities and celebrate achievements of individuals and teams.
- Develop and maintain a culture of high expectations for self and others.
- Regularly review your own practice, set personal targets and take responsibility for your own professional development.
- To identify and pursue leadership and management development opportunities (to be agreed and negotiated with the Headteacher who will give support throughout).

Strengthening Community

- Work with the Headteacher to engage with the internal and external school community to secure equity and entitlement.
- Work with the Headteacher to collaborate with other schools and organisations in order to share expertise and bring positive benefits to their own and other schools.
- Work with the Headteacher to work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all children.

Safeguarding

- Carry out the role of DDSL, supporting the DSL and working with the school safeguarding team.
- Ensure the school is a safe place for children and that all safeguarding procedures are of a consistently high standard.
- Promote the accurate and comprehensive recording and management of safeguarding concerns.
- Ensure compliance with statutory guidance and complete necessary training and professional development.

Not all of the above duties will need to be performed all of the time and will vary according to the needs of the school at different points. The specific focus for the Deputy Headteacher's work will be negotiated and agreed at the beginning of each appraisal cycle.

Person Specification:Deputy Headteacher Person Specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualified Teacher Status • Degree level qualification • Evidence of proactively pursuing continued professional development and being a lifelong learner 	<ul style="list-style-type: none"> • Evidence of leadership professional development (e.g. NPQSL)
Experience	<ul style="list-style-type: none"> • Successful leadership experience in a primary school • Recent experience as an excellent classroom practitioner, the ability to model this for others and support others to improve • Experience of leading teaching and learning across a whole school or phase • Demonstrable impact in raising standards and improving pupil outcomes • Experience of effective monitoring and evaluation, including providing high-quality, constructive feedback that leads to measurable improvements • Experience of supporting the implementation and delivery of school improvement, including building on existing strengths and taking all members of the school community with them • Effective line management, for example through appraisal, coaching, mentoring and the delegation of duties 	<ul style="list-style-type: none"> • Experience of teaching in more than one key stage • Successful used of coaching to support staff development • Experience of fostering positive and successful working relationships with external partners and the wider school community • Experience of supporting children and families whose first language is not English and are new to the country • Experience of leading the professional development of other staff
Knowledge and understanding	<ul style="list-style-type: none"> • Strong understanding of high-quality teaching, learning and assessment • Secure knowledge of the primary curriculum (EYFS to Year 6) and effective pedagogy, including the use of evidence-informed approaches and educational research 	<ul style="list-style-type: none"> • Experience of working with or being part of a school governing board • Experience of working in a church school • Experience of wider church and/or community involvement



	<ul style="list-style-type: none"> • Knowledge of current national and local educational priorities and initiatives • Secure knowledge of statutory requirements relating to curriculum and assessment • Understanding of effective and purposeful data analysis to inform school improvement • Knowledge of church school distinctiveness and what this means for children, staff and the wider school community • Knowledge of the role of the governing board 	
<p>Skills and abilities</p>	<ul style="list-style-type: none"> • Lead by example with integrity, inspiration, resilience and creativity, drawing on their own experience and that of the school community • A commitment to promote diversity, equality and inclusivity as part of the school's ethos and values • A commitment to uphold and promote the school's Christian ethos and life • An excellent communicator, who is approachable, accessible and has strong interpersonal skills • Commitment to collaborative leadership and teamwork • Forward-thinking and outward-looking in order to drive school improvement • Experience of building strong relationships with pupils, staff, parents and the wider community • Strong organisational and strategic planning skills with the ability to prioritise and make prompt decisions • Passionate about achieving the best possible outcomes for every child 	
<p>Safeguarding</p>	<ul style="list-style-type: none"> • A clear commitment to safeguarding and promoting the welfare of all children • Current relevant safeguarding training 	<ul style="list-style-type: none"> • Experience of working as a DSL or DDSL

Bishop King CE Primary School Recruitment Privacy Notice

About Us

Bishop King CE Primary School is known as the "Controller" of the personal data you provide to us.

The purpose of this privacy notice is to tell you how and why we use the information we gather about you when you apply to work with us.

Why do we collect your personal data?

It is necessary for us to collect and process personal data about you in order to assess your eligibility to work with us and to make a decision about your recruitment and employment. More specifically, this will include but is not limited to the following:

- Assessing your skills, qualifications and suitability for a role within the school
- Carrying out background and reference checks, where applicable
- Communicating with you about the recruitment process
- Maintaining records relating to the recruitment process
- To comply with legal or regulatory requirements e.g. Safer Recruitment

We will not collect any personal data that we do not need and as far as is reasonable and practicable will ensure that the information recorded is accurate and kept up to date.

What personal data do we collect?

The personal data we will collect includes:

- Personal contact details such as name, address, telephone number and email address
- Date of Birth
- National Insurance Number
- Employment history
- Qualifications and other academic achievements
- Contact information for the provision of references
- Identification documents
- Results of psychometric testing, where applicable

We will also collect and use the following "special categories" of more sensitive personal data:

- Information about your race, ethnicity, religious beliefs, sexual orientation and political opinions
- Trade union membership
- Information about your physical and mental health, including any medical conditions
- Information about criminal convictions and offences, including information from the Disclosure and Barring Service



Who do we get your personal data from?

This information is collected in the following ways:

- Provided to us directly by you through the application form and at interview
- From your named referees

Who do we share your data with?

We will only share information when it is necessary to do so for the purpose of recruitment and in accordance with the law. Where necessary, we will share your data with organisations that deliver services on behalf of the school.

Where necessary we will share your personal data with the following categories of recipients:

- Disclosure and Barring Service
- Occupational Health Provider
- Previous employers and other individuals identified as capable of giving a reference
- Professional advisors and consultants involved in the recruitment exercise

How long do we keep your data for?

We are required to retain your personal data only for as long as is necessary, after which it will be securely destroyed in line with the school's retention policy.

Retention periods can vary and will depend on various criteria including the purpose of processing, regulatory and legal requirements, and internal organisational need.

Retention periods for recruitment data are: 6 months for unsuccessful applicants.

How do we keep your data safe?

We have an information security policy which sets out how we aim to keep your personal data secure. The policy can be found enquiries@bishopking.lincs.sch.uk

Access to information is strictly controlled based on the role of the professional.

All staff are required to undertake regular data protection training.

Your personal data is not processed outside of the EU by the school.

Your Rights

You have a number of rights which relate to your personal data.

You are entitled to request access to any personal data we hold about you, and you can also request a copy.

You can also request that we correct any personal data we hold about you that you believe is inaccurate.

You can request that we erase your personal data and request that we stop processing all or some of the personal data we hold.

We are obliged to consider and respond to any such request within one calendar month.

To exercise any of your rights please contact the school's Data Protection Officer, contact details below.



Further Information

If you wish to make a request or make a complaint about how we have handled your personal data, please contact: enquiries@bishopking.lincs.sch.uk

Alternatively, you can contact the school by writing to:

Bishop King CE Primary School
Kingsway
Lincoln
LN5 8EU

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law, you can complain to the Information Commissioner's Office (ICO) www.ico.org.uk.