GRACE FEDERATION

Denton & Harlaxton Church of England Primary Schools

Executive Headteacher Recruitment Pack

Together we can!



Grace Federation

Denton C of E Primary School & Harlaxton C of E Primary School

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Welcome from the Chair of Governors

Dear Applicant,

Thank you for your interest in this exciting opportunity with Harlaxton Church of England Primary School and Denton Church of England Primary School.

As Governors, we are proud to serve two schools that sit at the heart of their communities and are united by a shared commitment to providing the very best education and support for every child. Our schools are characterised by strong relationships, dedicated staff, supportive families and a genuine commitment to nurturing pupils both academically and personally.

Our Christian values underpin our school life. Our vision, "*With God, together we can Learn, Encourage, Aspire, Respect and Nurture*", reflects our belief that every member of the school community has a role to play in helping children flourish. Across both schools, we are committed to creating environments where pupils are valued, supported, challenged and inspired to achieve their full potential.

As we commence this recruitment process, the Governing Board is seeking a leader who shares our values, understands the importance of community, and has the passion and vision to build upon the strengths of both schools. We are looking for someone who can lead with integrity, inspire confidence, and work collaboratively with pupils, staff, parents, governors, the Diocese and the wider community to secure the best possible outcomes for every child.

As part of its ongoing responsibility to secure the best possible educational outcomes and long-term sustainability for both schools, the Governing Board is currently exploring a range of strategic options for the future, including the potential benefits and implications of joining a Multi Academy Trust. No decision has been made, and the Board remains at an early stage of considering whether this would be in the best interests of our pupils, staff and communities. The successful candidate will have the opportunity to contribute to these discussions and help shape the future direction of the federation as this work progresses.

This is a significant opportunity to shape the future direction of our schools. The successful candidate will join our school community, which is committed to continual improvement and to maintaining high expectations within a caring, inclusive and supportive environment.

We hope that the information contained within this recruitment pack provides a clear insight into our schools, our values and our ambitions for the future. We warmly encourage you to explore the opportunity further and look forward to receiving applications from candidates who share our commitment to ensuring every child can thrive.

Thank you once again for your interest.

Yours sincerely,

Ben Selby

DIOCESE OF LINCOLN

The Diocesan
Board of Education
Canon Paul Thompson
Diocesan Director of Education

Dear Applicant,

Thank you for your interest in the position of Executive Headteacher at Harlaxton and Denton Church of England Primary Schools.

As an executive headteacher of a church school, you will be able to access a breadth of support services from both the Local Authority and the Lincoln Diocesan Board of Education (LDBE).

You will be warmly welcomed into the church school family. In the family, there is the diocesan education team and there are 142 Church of England schools and academies in the diocese of Lincoln. Each year, we hold the Church Schools Festival in Lincoln Cathedral for all Y6 pupils, staff and volunteers. This is a very special 'family' occasion and you of course would be most welcome to join us at this event if you are appointed.

When you start in your new post, we will ensure that a diocesan education adviser is allocated to you and in conjunction with the LA, we will arrange for you to have an experienced church school headteacher to mentor you in the first year of your new post. The diocese will invite you to engage in a range of activities to support you in your leadership role. They include:

- A diocesan development day for new church school headteachers
- Termly headteacher briefings
- Informal and bespoke support and advice from a named diocesan adviser and church school head mentor
- An annual adviser visit to help you further develop church school effectiveness
- Headteacher performance management support from a church school perspective
- School Improvement support
- Training, courses and conferences on a range of themes for yourself and leaders at all levels. Themes include SIAMS, RE, Collective Worship, Vision and church school distinctiveness and effectiveness.

For a more detailed overview of the diocesan support on offer, please visit the diocesan website at www.lincolndiocesaneducation.com where you will find the diocesan service level agreement and a range of other resources and materials.

I hope this letter gives you an overview of the breadth of support available to complement the support offered by the Local Authority, teaching school hub and Governing Board.

Thank you again for your interest in the post and we look forward to receiving your application.

Yours sincerely
Paul JE Thompson
Canon Paul Thompson Diocesan Director of Education.

Lincolnshire County Council
County Offices
Newland
Lincoln
LN1 1YL
Tel 01522 554590
Email:
EducationTeam@lincolnshire.gov.uk

2 November 2026

MS/HO-S/CS

Dear Applicant,

Working in Lincolnshire

Thank you for your interest in the post of Executive headteacher at Denton and Harlaxton Primary Schools, Lincolnshire maintained schools.

Lincolnshire County Council is one of the largest employers in the county. We are an organisation that embraces diversity, innovation and progress. We value our people and want to ensure that we can support you in joining and growing with us. It is compassionate leadership, skills and commitment of our people that helps make us a high performing organisation which meets the ongoing needs of our residents, and especially our school communities.

Lincolnshire is a large rural county nestled in the heart of England and celebrates a unique blend of rich heritage and vibrant communities. Our towns offer affordable housing options, and a strong sense of community spirit. These factors make it a desirable place to live and work. With quaint villages, bustling market towns, and a historic city like Lincoln, from the Wolds to the Wash, here is a place here for everyone to call home.

Our schools are at the heart of our communities. Lincolnshire County Council wants the very best outcomes for our children and young people and their families. We are committed to our schools and our Education team are highly skilled at providing support and challenge to school leaders in Lincolnshire. You will be supported through a range of opportunities including a comprehensive leadership programme providing support throughout your career; from a new headteacher induction programme through to executive leadership support. We also offer regular support from an Education Locality Lead through focussed termly visits. Leadership briefings are provided each term for information sharing, networking and leadership development, including a forum for Lincolnshire leaders which responds to the needs of our leaders.

In Lincolnshire we value the broad range of training on offer. We work closely with training providers, including L.E.A.D. Professional Development and Teaching School Hub, LEARN SEND Hub and our curriculum Hubs who can provide general and bespoke CPD. We also work together with the Lincoln Diocesan Board of Education to ensure our calendar of support complements the church schools' CPD programme.

Lincolnshire is proud of its sector-led system, Lincolnshire Local Authority focuses on meeting the needs of all children and young people at the right time, in the right place in the right way.

We operate a sector led model of school improvement, overseen by our strategic school improvement service and delivered by our Education Team. The Lincolnshire Education Group (LEG) oversees the system improvement agenda, and The Partnership of Schools Group (PSG) includes headteacher representatives from schools across the county. These groups work collaboratively with our partners to develop our understanding of each district, so that we know the opportunities and challenges schools face. Our sector-led, partnership approach allows constant adaptability to innovate to address issues and celebrate successes.

I hope you will find time to visit both schools and wish you success with your application.

Yours faithfully,



Martin Smith
Assistant Director-Children's Education
Lincolnshire County Council

Our Schools at a Glance



Set in the beautiful Lincolnshire countryside, Denton and Harlaxton villages are approximately one mile apart. The schools attract families from a wide geographical area including parts of Leicestershire and Nottinghamshire.



Denton C of E Primary School is the smallest in our federation with three mixed age classes and 67 children on roll.

Last OFSTED 2025 Outstanding

Last SIAMS 2023 Good ' *A deeply loving and inclusive culture which enables everyone to belong and flourish*'

Harlaxton C of E Primary school has seven single year group classes and 169 children on roll.

Last OFSTED 2023 Good

Last SIAMS 2024 '*There is a real sense of unity in this vibrant, supportive community*'





A unique feature of our federation is that almost all our staff work across the two schools including some teachers, TAs, the school bursar, site manager, Executive Head Teacher, Head of school and SENDCO.

Vision, Values and Christian Distinctiveness

This easy to remember statement sums up our vision for our children within our community.

With God, together we can…
Learn
Encourage
Aspire
Respect
Nurture

Our full vision:

With God, together we can Learn, Encourage, Aspire, Respect and Nurture.

And the child grew strong; he was filled with wisdom, and the grace of God was on him Luke 2:40

We believe in a collaborative approach – developing the whole child by developing the whole community together. As an inclusive church school, we use positive and consistent expectations to help all members of our community to flourish. We work towards achieving excellence in all we do, and we recognise the value of everyone in our school and seek to enable all to become agents of positive change in the world.

Please explore our websites for more information on our Christian Distinctiveness
Denton CofE School - Church School Identity
Harlaxton CofE Primary School - Church School Identity



Why our school matters

Our Children:

We are very proud of our sparky, confident children. They continually prove themselves to be ambassadors for our school and they live our vision and values each day. Children in both schools have a unique opportunity to regularly meet up and make friends with children in the same year group in each others' school.



Our Parents: Our parents are supportive and appreciate the community welcome for their child and their families. Their commitment is shown through our vibrant PTA groups who work to provide community and social events as well as a variety of helpful fund raising events.



Our staff: They are a truly amazing staff. Talented, friendly, flexible and ambitious for our children. They all love coming to work …what could be a higher accolade?



The next chapter …



Please look at our websites to view our school development plan. We use one plan across both schools so that we are all focussed in improving outcomes for all children regardless of which school they are in.

We are actively seeking new partnerships and modernising and streamlining our working practices to enable us to continue to efficiently drive forward with continued educational improvements.

Our schools are ready to welcome new, inspirational leadership to guide them through future years of curriculum development, community growth and strategic priorities.



We can offer two vibrant schools providing aspiring education through an ambitious and engaging curriculum with excellent staff, remarkable children, healthy budgets and a vision for excellence together for all.

Job Description and Person Specification

Director Area: Schools	**Job Ref Number:**
Service Area: Primary School	**Grade: Leadership Salary 15-21**
Job Title: Executive Headteacher	

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 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 Executive Headteacher will provide strategic leadership, vision and direction across Harlaxton Church of England Primary School and Denton Church of England School, ensuring that both schools continue to flourish as distinctive Church schools with their own unique identities, values and communities while benefiting from strong collaborative leadership.

Building on a highly successful, close-knit partnership, the Executive Headteacher will work with governors, staff, pupils, parents, the Diocese of Lincoln and Lincolnshire County Council to continue to secure excellent educational outcomes, maintain and develop the Christian character and vision of both schools, and ensure the highest standards of safeguarding, teaching, learning and organisational effectiveness.

The Executive Headteacher will be accountable for the effective leadership and management of both schools and for delivering sustainable school improvement through a shared strategic vision which reflects the values and aspirations of each school community.

MAIN DUTIES:

1.	**School culture** • Sustain and strengthen the Christian vision, ethos and strategic direction of Harlaxton and Denton Schools, in partnership with governors and through consultation with the school communities • continue to 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 the distinctive character, traditions and values of each school are respected and celebrated whilst fostering effective collaboration across the federation • ensure a culture of high staff professionalism
2.	**Teaching** • continue to develop and sustain high-quality, expert teaching across both schools, all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn • 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
3	**Curriculum and assessment** • ensure a broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught • continue to support and develop effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities • ensure that all pupils are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic synthetic phonics in schools that teach early reading • ensure valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum
4	**Behaviour** • continue to and sustain high expectations of behaviour for all pupils, built upon our school values, relationships, rules and routines, which are understood clearly by all staff, pupils and the wider school families • ensure high standards of pupil behaviour and courteous conduct in accordance with the behaviour policy • implement consistent, fair and respectful approaches to managing behaviour

	• ensure that adults within the school model and teach the behaviour of a good citizen
5	**Additional and special educational needs and disabilities** • continue to ensure that both schools hold ambitious expectations for all pupils with additional and special educational needs and disabilities • continue to sustain culture and practices that enable pupils to access the curriculum and learn effectively • ensure both schools work effectively in partnership with parents, carers and professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate • ensure both schools fulfil their statutory duties with regard to the SEND code of practice
6	**Professional development** • ensure staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team and individual needs • prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the standard for teachers' professional development • ensure that professional development opportunities draw on expert provision from beyond the federation, as well as within it, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning • Utilise expertise across both schools to develop leadership capacity, succession planning and professional collaboration
7	**Organisational management** • ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care • provide strategic oversight of staffing, finance, premises and resources across both schools to ensure long-term sustainability and value for money • ensure staff are deployed and managed well with due attention paid to workload • establish and oversee systems, processes and policies that enable the schools to operate effectively and efficiently • ensure rigorous approaches to identifying, managing and mitigating risk
8	**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 • facilitate regular cross site collaboration, shared planning and moderation amongst teaching staff to ensure that school improvement priorities reflect the individual needs of each school whilst contributing to a coherent federation strategy
9	**Working in partnership** • continue to 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
10	**Governance and accountability** • understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility • support governors in maintaining effective oversight of both schools, providing clear information and evaluation to enable strategic decision making • establish and sustain professional working relationship with those responsible for governance • continue to 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 • work collaboratively with governors to develop a sustainable long-term vision for the federation
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	
Previous headteacher experience		X
A proven track record of successful senior leadership experience within a primary school	X	
Experience of leading school improvement at a senior level	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 with church schools		X
Current safeguarding training - Enhanced DBS clearance- 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	
Have an excellent understanding of the primary curriculum across all Key Stages including the EYFS	X	
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	
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 Christian ethos and continue to embed its values.	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 SEND Code of Practice and proven experience of supporting children in overcoming barriers to learning	X	
A person who will play a key part in the spiritual development of the school and wider community		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 across the Federation		X
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 equality, diversity and inclusivity	X	
Able to maintain and develop opportunities for partnerships with parents, other schools, local churches and other community groups	X	
Welcomes support and challenge from the Governing Body and actively supports the governors to deliver their functions effectively	X	
Experience of a SIAMs inspection at leadership level		X
Experience of an OFSTED inspection at leadership level	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 federation'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 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.

How to Apply

Recruitment Pack and Application Form

A Recruitment Pack and Application Form can be found on our websites:
Harlaxton CofE Primary School - Current School Vacancies
Denton CofE School - Current School Vacancies

School visits
If you'd like to come and meet us, please contact our Senior Administrator and Bursar, Mrs Tara Whyley to arrange a visit: Tara.whyley@gracefederation.co.uk
We are offering the following visit dates – **please go to Harlaxton CE School to start the visit:**

Monday 9th November	9:30am and 1:45 pm
Tuesday 10th November	1.45pm
Thursday 12th November	9.30am and 1:45pm

Closing Date for applications: Monday 23rd November 2026, 12 noon.

Applications should be completed in line with the Person Specification in this pack and using the application form which can be downloaded from the school's website

Applications should be submitted by email to Mrs Tara Whyley Tara.whyley@gracefederation.co.uk

Shortlisting will take place on Monday 30th November 2026
The Assessment Day will be Monday 7th December 2026

The Grace Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This post is subject to the candidate being suitable to work with children and Satisfactory Enhanced Disclosure & Barring Service Checks. The ability to converse at ease and provide advice in accurate spoken English is essential for the post. All pre-employment checks carried out are in accordance with Keeping Children Safe in Education.

Denton church of England Primary School **Church Street** **Denton, Grantham,** **Lincolnshire NG32 1LG** **O1476 870649**	**Harlaxton Church of England Primary School** **Swine Hill** **Harlaxton, Grantham** **Lincolnshire NG32 1HT** **01476 561077**

Recruitment Privacy Notice

Denton and Harlaxton Church of England Primary Schools

Recruitment Privacy Notice

Denton and Harlaxton CE Schools are 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:

- If your application for employment is unsuccessful, the school will hold your data on file for 6 months after the interview date. At the end of that period or once you withdraw your consent, your data is deleted or destroyed.
- If your application is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided in a new privacy notice.

How do we keep your data safe?

We have a Data Protection Policy which sets out how we aim to keep your personal data secure. This can be accessed via the school's website or by contacting the Data Protection Officer.

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 schools 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:

- Data Protection Officer, Joe Lee and is contactable via enquiries@harlaxton.lincs.sch.uk (Harlaxton School) enquiries@denton.lincs.sch.uk (Denton School)

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