



The Winterton Federation

Applicant Information Pack

Executive Headteacher

Our Vision Statement

“TO BE THE BEACON FOR LEARNING”

“The teaching of your word is light, so everyone can understand”

(Psalms 119:130)



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Copy of advertisement

The Winterton Federation

<https://www.thewintertonfederation.co.uk>

“TO BE THE BEACON FOR LEARNING”

The teaching of your word is light, so everyone can understand” (Psalms 119:130)

Are you the next inspirational leader to take our successful federation forward in the next phase of its journey of continuous improvement?

Executive Headteacher required from September 1st, 2025.

L18 – L24 (£75,675 - £87,651)

Following the retirement of our well respected Executive Headteacher, the Governors, staff, and children are seeking an experienced leader to take this successful federation forward in the next phase of its journey.

This is an exciting opportunity to lead both a Church School and a Community School working with a dedicated team of staff and governors to deliver an ambitious and aspirational vision “To be the beacon for learning”.

“The 'beacon for learning' vision goes beyond academic learning and encompasses the whole child. They [Leaders] are passionate and relentless in enabling children and adults to live life in all its fullness.” SIAMS Inspection 2023

The successful applicant will demonstrate

- Evidence of leading continuous school improvement
- High aspirations and expectations of both self and others
- An outward looking approach and belief in the importance of professional development
- A commitment to ethical leadership and to upholding our Church School values
- An ability to inspire trust and respect with the children, staff and stakeholders
- A creative and collegiate approach to problem solving
- An understanding of the challenges of delivering high quality education in areas of deprivation
- An ability to deliver high quality inclusive education through well managed resources

What we can offer

- The opportunity to lead a dedicated, skilled, and professional team
- An experienced, strategic, and supportive board of governors
- Commitment to your professional development and future aspirations

- The Winterton Federation has adopted the DfE Education Staff Wellbeing Charter

If you feel that you would enjoy the challenge that this role offers, can build on our successes, and would like to find out more, we want to hear from you.

Visits can be made on 11th February or 25th February when governors will be pleased to meet you. Please contact sbm.wintertonfederation@northlincs.gov.uk to arrange.

We are committed to the safety and well-being of the whole school community. The successful applicant will be required to undertake an enhanced DBS check and participate in a safer recruitment process.

Closing date: Noon on 7th March 2025

Shortlisting: 10th March 2025

Interview date: 18th and 19th March 2025

Letter from Chair of Governors

January 2025

Dear Applicant

Thank you for showing interest in the role of Executive Headteacher at The Winterton Federation. We are a federation of two schools, Winterton C of E Infant School (and nursery), and Winterton Junior School, in the small town of Winterton near Scunthorpe.

Our federation was formed in January 2019 and, since then, the two schools have been on a journey of integration and alignment which has proved successful for pupils, staff and families. We are eagerly anticipating the next phase of the federation journey following the retirement of Cathy Logan and look forward to appointing a new executive headteacher who can build on the existing strong foundations.

In 2022, working closely with our staff, children and leaders the board approved a new vision for the federation, “to be the beacon for learning”, and the first 5-year strategy towards its delivery was agreed. Underpinned by Biblical teaching, our vision acknowledges the needs of the whole child and shines out into the community of Winterton with all its joys and challenges. Much great work has been done but there is still much to do, and we are fast approaching the point where a new strategy will be required for the next stage in the federation journey. We look forward to formulating this with a new executive leader who we anticipate will bring fresh ideas and a different perspective to the task.

The federation is filled with our values of hope and friendship, the pupils, the staff team and the governors work hard, and form relationships based on trust, respect and kindness. Our schools are a haven of safety, and our Church school values, whilst based in the Church school foundation of the Infants School, permeate both sites. Some of our children and families face hardship, disadvantage and challenges in their lives but our commitment to high quality pastoral care in a strength recognised by all who visit the schools. Every child will be given the chance to flourish at the federation, no matter their needs, and our commitment to equity in education and poverty proofing is clear.

Change is a challenge for every organisation and the board can offer you support, a forum to discuss and test out ideas, concern for your wellbeing, and the encouragement for your work in the federation and your career aspirations. We are committed to professional development, as a learning community, and work closely with the improvement teams at both the Lincoln Diocese and the Local Authority, who provide a peer leader as part of their support.

There is much more to tell, but the federation website will provide you a wealth of information, and please do visit to meet us and to look round.

Yours sincerely

Rosemary Hoyle

Chair of Governors

On behalf of the Board of Governors, The Winterton Federation

Letter from Diocesan Director



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 the Winterton Federation

As an executive headteacher of a church school and a community 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.

Job Description

JOB DESCRIPTION

Executive Headteacher - The Winterton Federation

General duties

- A. The Executive Headteacher shall carry out the duties of a Headteacher as set out in the current School Teachers Pay and Conditions Document and Headteacher Standards Document, and any subsequent document which may replace it.
- B. The Executive Headteacher has overall management responsibility for The Winterton Federation comprising of Winterton Church of England Infants' School and Winterton Junior School.
 - internal organisation
 - management
 - control of the Federation – in accordance with the current Teacher's Pay and Conditions Document, the policies of the Governing Body (including the budget), applicable legislation and the policies of North Lincolnshire Council (hereafter referred to as the Local Authority) and the Lincoln Diocesan Board of Education (LDBE)
- C. The Executive Headteacher, working with the Governing Body will:
 - develop a strategic view for the Federation in the community.
 - communicate compellingly the school's Christian vision and drive the strategic leadership, empowering all pupils and staff to excel.
 - analyse and plan for its future needs, development and improvement.
 - ensure effective management in the context of Federation, Diocesan and Local Authority (LA) policies.

Specific responsibilities

1. Ethos

- a. To maintain an ethos in which individuals feel valued and where personal endeavour and responsibility are encouraged.
- b. Create a strong Christian ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.

- c. Hold and articulate Christian values and moral purpose, focused on providing a world class education for the pupils they serve.
- d. To maintain high morale and to set an example of professional standards and leadership.
- e. To maintain an environment where all members of the Federation community actively demonstrate their care and concern for everyone, with regard to school policies (equality/anti-prejudice/anti-bullying).
- f. To have responsibility for promoting and safeguarding the welfare of all learners

2. The Organisation and Management of the Federation

- a. To assume responsibility for the overall internal organisation and management of the Federation and to exercise supervision over teaching and support staff.
- b. To manage the process for selection and appointment of appropriately qualified teaching and support staff, and to provide information about staff which may be relevant to their future employment.
- c. To deploy and manage all teaching and support staff and allocate particular duties to them consistent with their conditions of employment and job descriptions. This includes delegation of some of the Executive Headteacher's duties and responsibilities to others if appropriate.
- d. To participate in teaching, to such an extent as may be appropriate, (including PPA time in line with current guidelines) whilst having regard to the Executive Headteacher's leadership, other functions and duties.
- e. To ensure that absent teachers are appropriately and fairly covered.

3. Pupils

- a. To ensure the Federation holds ambitious expectations for all pupils, including those with additional and special educational needs and disabilities.
- b. To have overall responsibility for the health and safety of all staff and pupils.
- c. To have up to date knowledge of relevant legislation and guidance, in relation to working with, and the protection of, children and young people.
- d. To display commitment to the protection and safeguarding of children and young people.
- e. To ensure the social, emotional and pastoral needs of the pupils are recognised and met, especially in relation to Pupil Voice.
- f. To ensure pupils are always engaged in safe and healthy educational activities in a school environment.
- g. To ensure that inclusion is promoted for all learners.
- h. To ensure maintenance of good order and discipline in line with the school's behaviour policy.

4. Staff

- a. To ensure that all staff have requisite non-contact time in accordance with their role.
- b. To ensure that appropriate levels of personal management including wellbeing, mentoring, and professional development are available to all staff.
- c. To evaluate the standards of teaching and learning in the Federation and ensure that proper standards of professional performance are established and maintained.
- d. To support all staff members in the performance of their work by providing clear expectations and guidance, encouraging responsibility in their own management, and valuing each individual's contribution and responsibilities.
- e. To ensure that teachers receive information needed to carry out their professional duties effectively (including advice from the LA, Diocese, and Department for Education [DfE]).
- f. To fulfil the requirements for the appraisal of staff and to involve staff in decision making processes related to Federation's development.
- g. To monitor and review staff deployment and ensure the most effective use of human resources.
- h. To ensure all entitled staff take breaks of reasonable length during each school day.
- i. To carry out required personnel procedures including disciplinary procedures.
- j. To maintain positive relationships with Staff Unions and Professional Associations.

5. Governing Body

- a. To encourage all Governors to participate in school life and activities.
- b. To attend, provide information for, and report to Governors' full and special committee meetings including:
 - School Development Plan
 - Termly reports
 - Budget reports
 - Any other relevant information
- c. To ensure Governors are fully conversant with the workings of the Federation and to assist and support them in the fulfilment of their responsibilities.
- d. To present LA, Diocese and DfE advice to Governors when formulating policy.

6. School Improvement

- a. To formulate and develop strong and clear leadership in line with all current legislation.
- b. To formulate the overall aims and objectives of the Federation, and policies for their implementation, and to ensure that they are effectively communicated and understood by staff, parents and others with a legitimate interest in the life and work of the Federation.

- c. To keep the work and organisation of the Federation under review, maintain a development plan, and ensure its implementation in the context of the school's budget, and Federation, LA and national developments.
- d. To initiate and maintain effective administration procedures and records to ensure the efficient operation of the Federation.
- e. To complete any statistical returns, follow given procedures and write any necessary reports which may be required by the LA, Diocese, and other relevant bodies, in compliance with current Data Protection legislation.

7. The Curriculum

- a. To develop, implement and monitor curriculum policies within the Federation.
- b. To ensure a broad and balanced curriculum, relevant to the abilities, aptitudes and needs of all pupils, set firmly within the framework of the National Curriculum, and with scope for differentiation to cover the full age and ability range within the Federation, and cross-linked between subject areas.
- c. To have careful regard to the Early Years and Foundation Stage Curriculum, and how this feeds into the National Curriculum.
- d. To ensure that there are appropriate schemes of work and planning methods to cater for both individual pupils' learning needs, and the creative delivery of the curriculum, and to monitor their implementation.
- e. To ensure that adequate and appropriate records of pupil performance are maintained to promote continuity of learning and progress in school and on transfer.
- f. To ensure that each pupil has a carefully considered Individual Learning Plan that reflects his/her learning needs and is regularly reviewed and reformulated.
- g. To ensure that the National Curriculum, Religious Education, PHSE and Citizenship are delivered as a minimum requirement and that collective worship takes place in accordance with legal requirements.
- h. To ensure the Federation takes account of local and national initiatives and policies relevant to teaching and learning.
- i. To ensure the ongoing monitoring, regular evaluation and development of the curriculum by maintaining close links with classroom practice and teaching throughout the Federation when the opportunity arises and on a timetabled basis.
- j. In consultation with staff, to develop appropriate criteria for the evaluation of the effectiveness of both teaching and learning, and to use the results to initiate improvement and development.
- k. To promote and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn.
- l. To ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains.

8. Finance, premises and resources

- a. To manage all the delegated financial resources available to the Federation taking into account the changing needs of the Federations population, the development plan, and the need to maintain the high and well-regarded status of the Federation.
- b. To manage financial resources made available to the Federation by private means.
- c. To maintain appropriate records, accounts and monitoring information, ensuring all conditions are met in line with current legislation.
- d. To propose to the Governing Body a balanced budget that meets the needs of the Federation and takes particular cognisance of the Federation Development Plan.
- e. To monitor the monthly budget reports and to take action as appropriate.
- f. To present the termly budget reports to the Governing Body with an analysis of the figures therein.
- g. To proactively seek new opportunities to generate new income for the Federation where appropriate, advising and making recommendations to the Governing Body for their approval.
- h. To supervise the maintenance and security of equipment and accommodation.
- i. To provide an appropriate safe and stimulating environment within which high quality educational opportunities will be made available to all pupils. This will include oversight, monitoring and evaluation of services provided by the LA, Diocese and other agencies.
- j. In the capacity of Premises Manager, ensure that the building and its contents are well maintained, cleaned and repaired as necessary.
- k. To allocate, supply and maintain resources and equipment in line with school policies and development plan.

9. Parents/carers

- a. To ensure that parent/carer participation is fully encouraged and that parents/carers have appropriate access to all aspects of planning for their child, information about Federation policies and developments, and are made to feel welcome in the Federation.
- b. To have due regard for parents'/carers' needs, requirements and entitlements and to provide counselling and guidance to learners and parents/carers as appropriate, and to liaise with other agencies on their behalf.
- c. To ensure that statutory requirements for reporting to parents/carers through the Annual Report and the Annual Review of the Statement of Special Educational Needs are met, and that the Federations own procedures for informing and reporting to parents are followed.

10. Liaison

- a. To maintain the high profile within the community, further developing the s as an integral part of the community and to include the Federation in the life of the community wherever possible.

- b. To develop and promote effective communication processes with all involved in the Federation, including being available to colleagues and Governors, to discuss matters of concern to them.
- c. To share with the Federation and other educational establishments in developments for both individual children and the Federation as a whole.
- d. To link and work collaboratively with the LA, the Diocese, statutory and voluntary agencies, local businesses, link schools and the wider community, ensuring multi-professional working in line with good practice for pupil learning and welfare.
- e. To work with the LA to develop educational services, structures and procedures within North Lincolnshire and the Diocese.
- f. To ensure compliance with all LA, Diocese and DfE policy requirements in consultation with Governors and staff.
- g. To consult with the LA, Diocese and DfE representatives as appropriate.
- h. To assist in the education and training of those who may, in the future, work within the field.
- i. To ensure efficient and effective collaboration with colleagues working within the Federation, in order that their contribution to each pupil's progress is fully incorporated into planning and practice.

11. Other Duties

The Executive Headteacher will be expected to be flexible in undertaking the duties and responsibilities attached to the post and may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

Person specification

<h3 style="text-align: center;">Person Specification</h3> <h4 style="text-align: center;">Executive Headteacher - The Winterton Federation</h4>			
	CRITERIA	Essential / Desirable	Shortlist criteria
A	Qualifications and Training		
1	Honours degree (2/2 or higher)	Essential	✓
2	Qualified teacher status	Essential	✓
3	Evidence of recent and relevant continuing professional development, including leadership development	Essential	✓
4	Recent and relevant safeguarding training	Essential	✓
5	NPQH	Desirable	
6	Post graduate level qualification or recognised alternative	Desirable	
B	Relevant experience, knowledge and understanding		
7	Recent experience as a successful senior leader including conversance with Foundation stage	Essential	✓
8	A commitment to continue to embed and develop the Christian ethos and values	Essential	✓
9	A person who understands the distinctive and inclusive nature of our Church Schools and their role in the community	Essential	✓
10	Demonstrable understanding of the particular challenges faced by rural schools	Essential	✓
11	Proven experience of securing excellent teaching through an analytical understanding of how pupils learn and the core features of successful classroom practice	Essential	✓
12	In-depth knowledge and understanding of the wider educational agenda including current national policies and educational issues	Essential	✓
13	Proven experience of curriculum design, alongside an understanding of current issues relating to this	Essential	✓
14	Proven track record in raising pupil attainment and progress across the whole school	Essential	✓
15	Proven experience of strategic financial planning to ensure the equitable deployment of budgets and resources, in the best interests pupil achievements and the school's sustainability	Essential	✓
16	Proven experience of leading effective school improvement, including the review/analysis of key indicators such as pupil outcomes data, planning and implementing sustained change at whole school level	Essential	✓

17	Proven experience of positive behaviour management, developing a pupil focussed, inclusive and effective learning environment so that behaviour and attendance are excellent	Essential	✓
18	Evidence of setting ambitious standards for all pupils, overcoming disadvantage and advancing equality and inclusion	Essential	✓
19	Proven track record in leading, monitoring and managing staff including building a successful team, delegating effectively and empowering others	Essential	✓
20	Has experience in an area of deprivation or can demonstrate an understanding of key challenges/strategies to remove barriers and minimise the impact of poverty. (Poverty proofing)	Essential	✓

21	Evidence of creating an ethos within which all staff are motivated and supported to develop their own skills and knowledge	Essential	✓
22	Demonstrable understanding of and commitment to, addressing workload issues for staff in order to promote recruitment, retention and wellbeing	Essential	✓
23	Commitment to strong Governance and to working collaboratively with the Governing Body enabling them to deliver their functions effectively	Essential	✓
24	Ability to communicate the school's ethos, vision and priorities to all stakeholders	Essential	✓
25	A commitment to developing an outward facing approach, working with other schools, agencies and organisations, in order to share best practice and secure excellent outcomes for all pupils	Essential	✓
26	Experience of managing HR issues, including staff appointments, capability and discipline	Desirable	
27	Experience of a recent SIAMs inspection at leadership level	Desirable	
28	Experience of a recent Ofsted inspection at a leadership level	Desirable	
C	Professional skills and personal qualities		
29	Be a visible, high profile, positive role model with an optimistic professional approach that inspires excellence, and the confidence, trust and respect of the school and wider community	Essential	✓
30	Effective interpersonal and communication skills appropriate to audience	Essential	✓
31	Work well in challenging situations and be able to prioritise work to meet deadlines	Essential	✓
32	Proven ability to think creatively to anticipate and identify problems/needs and construct solutions	Essential	✓
33	A healthy regard for a work - life balance	Essential	✓