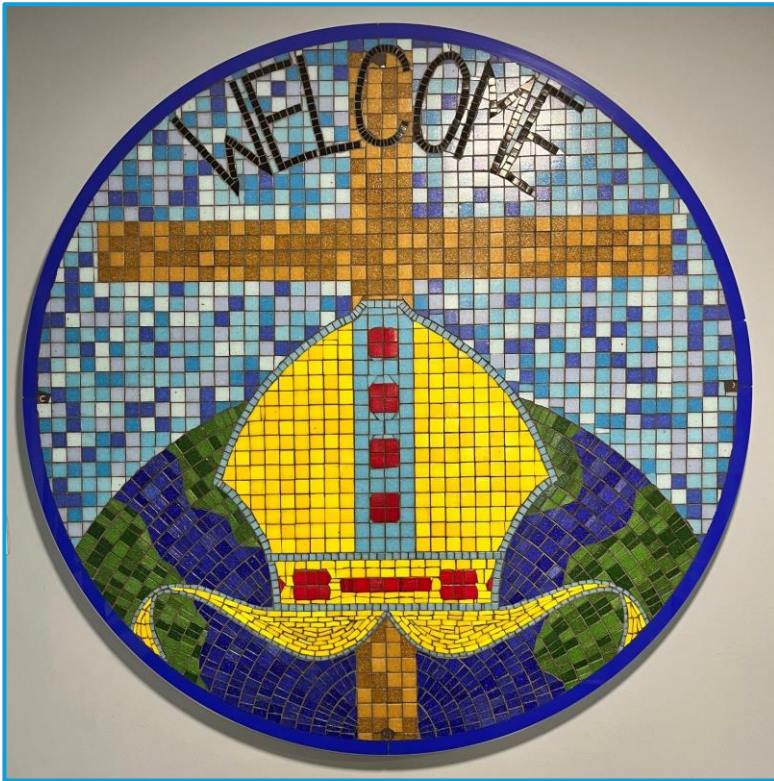


Dream big. Love God. Live well.



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



Bishop King is a Voluntary Aided Church of England primary school in the centre of Lincoln. We have approximately 450 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	455
Salary Range	L17-L23 (Group 3)
Start Date	January 2025
Contact e-mail for correspondence.	clerk.governors@bishopking.lincs.sch.uk

Recruitment Process

Closing date for applications: 4.00pm Friday 6th September 2024

Shortlisting and screening: Tuesday 10th September 2024

Interviews and assessments: Tuesday 17th September 2024

School Visits: School tours are being organised in advance of the interview. We are arranging group visit times of Monday 8th July at 10.15am, Thursday 11th July at 3.45pm, Monday 15th July at 10.15am. Final date available is Thursday 5th September again at 10.15am. To arrange a tour, please email clerk.governors@bishopking.lincs.sch.uk

How to apply: If you feel excited about the prospect of leading 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: Clerk to the Governors Sally Graves clerk.governors@bishopking.lincs.sch.uk

All applications must be received by 4.00pm Friday 6th September 2024. 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.

Equal Opportunities The Governing Body undertakes not to discriminate unlawfully, either directly or indirectly, against a job applicant or one of its own employees, on the grounds of protected characteristics of the Equality Act, 2010.



Contents

School Details.....	2
Recruitment Process	2
Contents.....	3
Letter from the Chair of Governors	4
Letter from the Diocese.....	5
Letter from the Local Authority.....	7
About the location	8
About our school – ethos and approach.....	9
Vision, Aims and Values	9
School Development Plan	9
School Context.....	10
Structure and organisation	10
Buildings and Grounds.....	10
Staff, Governor, parent, and community partnership	11
Church school	12
Ethos statement for church schools in the Diocese of Lincoln	12
Church school status.....	12
Pupil voice	13
Staff views	14
Ofsted	15
Statutory Inspection of Anglican and Methodist Schools (SIAMS).....	15
Job description.....	16
Person specification.....	20



Letter from the Chair of Governors

Dear Applicant,

Thank you for considering an application to be Head Teacher at Bishop King Church of England Voluntary Aided Primary School. Following the retirement of our current Head Teacher, we are looking for somebody to provide strong, inspirational leadership in a changing educational landscape.

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 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,

Mrs. Clare Moore (she/her)

Chair of Governors, on behalf of the Governing Body



Canon Paul Thompson
Diocesan Director of Education

Dear Applicant,

Thank you for your interest in the position of Headteacher at Bishop King Church of England Primary School.

As 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

Edward King House – Minster Yard – Lincoln – LN2 1PU 01522 504010

paul.thompson@lincoln.anglican.org – www.lincolndiocesaneducation.com



Bishop King CE Primary School Head Teacher Application Pack

- 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.

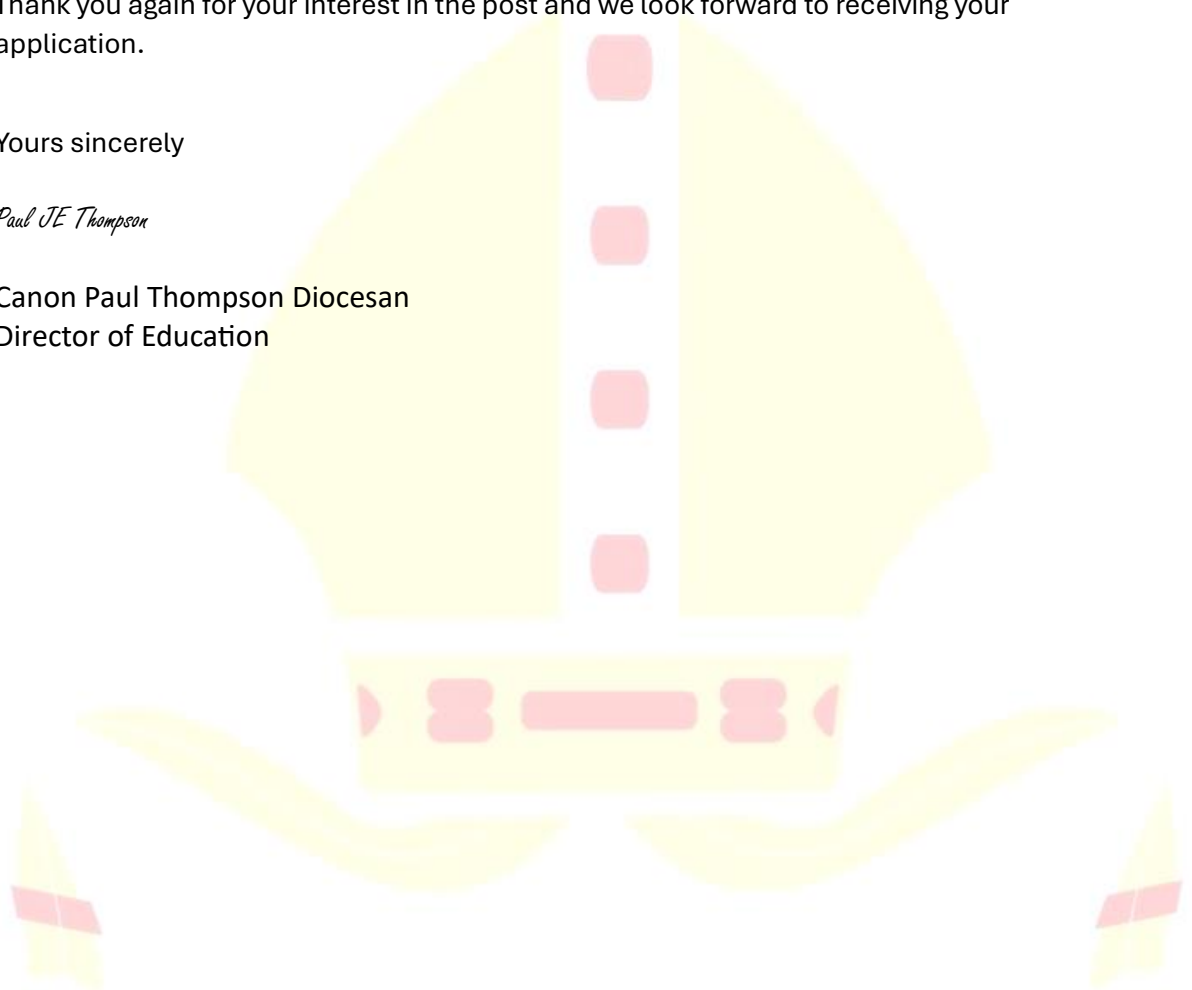
I hope this letter gives you an overview of the breadth of support available to complement the support offered by the Local Authority, teaching school hub and Governing Board.

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



Edward King House – Minster Yard – Lincoln – LN2 1PU 01522 504010

01522 504010

paul.thompson@lincoln.anglican.org – www.lincolndiocesaneducation.com



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

12 Mar 2024

MS/HO-S/CS

Dear Applicant

Working in Lincolnshire

Thank you for considering applying to the post of headteacher in one the Lincolnshire maintained schools.

We are a predominantly rural county, and our councillors are committed to supporting our maintained schools which they believe are at the very heart of our communities.

Our commitment to our schools is demonstrated through a range of opportunities such as a comprehensive new headteacher induction programme, regular support from an Education Locality Lead, termly leadership meetings for information sharing and development, easy accessible officers across children's services and free training opportunities for district and county wide focus priorities.

We have an excellent teaching school hub based in our county who provide general and bespoke training and we also work closely with the Lincoln Diocese to support our church schools.

I hope you will find time to visit the school and wish you success with your application.

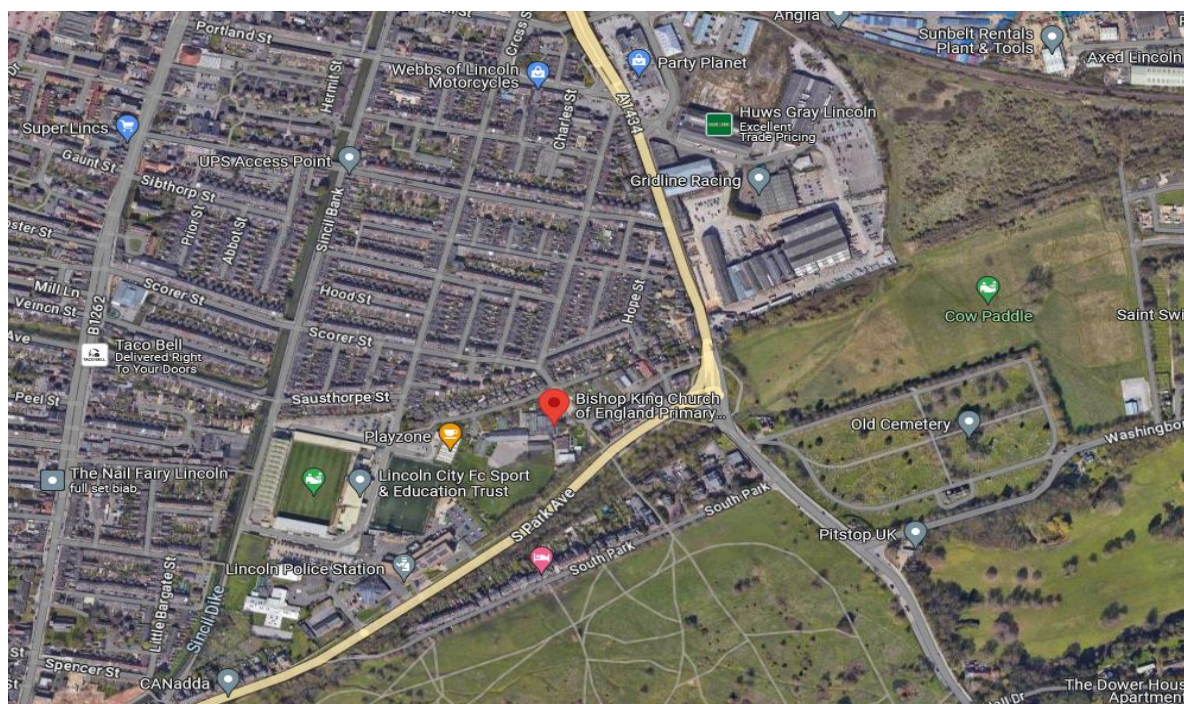
Yours sincerely,

Matt Spoons
Head of Service, School Standards – Children's Education

County Offices, Newland
Lincoln LN1 1YL
www.lincolnshire.gov.uk



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 objectives:

- Priority One: Improve outcomes across the school in reading (including phonics) and writing so that all pupils make good progress, and outcomes are closer to national.
- Priority Two: Improve outcomes across the school in mathematics so that all pupils make good progress and outcomes are closer to national.
- Priority 3: Ensure our high quality, broad and balanced curriculum is enhanced across the school and results in good progress in all subjects for all groups of learners.



School context

At Bishop King 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 30 languages currently 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.

Our school is teaching in a challenging environment with being within a deprived area of high mobility and culturally diverse with 30 languages within the school. Our EAL sits at 291 (63.9%), SEND at 67 (K=56, EHC=11) which is 14.73%. Pupil Premium at 74 and Early Years PP at 8 makes PP at 18% of the school population.

Structure and organisation

We currently have 455 pupils, with high mobility being an ongoing challenge across the school. We are a 2-form entry made up of 412 pupils and a nursery of 43 children. Most of our pupils come from the local Sincil Bank area.

The leadership structure is a Head Teacher supported by a Deputy Head Teacher. We have a Senior Management Team (SMT) made up of the Head Teacher, Deputy Head Teacher, EYFS Lead, KS1 Lead, Lower KS2 Lead, Upper KS2 Lead, SENDCo and the School Business Manager.

There are 17 teachers (both full-time and part-time). Support for individual children and general support within class is provided by a team of 27 Teaching Assistants. We have a dedicated SENDCo, a Pastoral Lead and a Safeguarding and Attendance Officer. 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.



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.

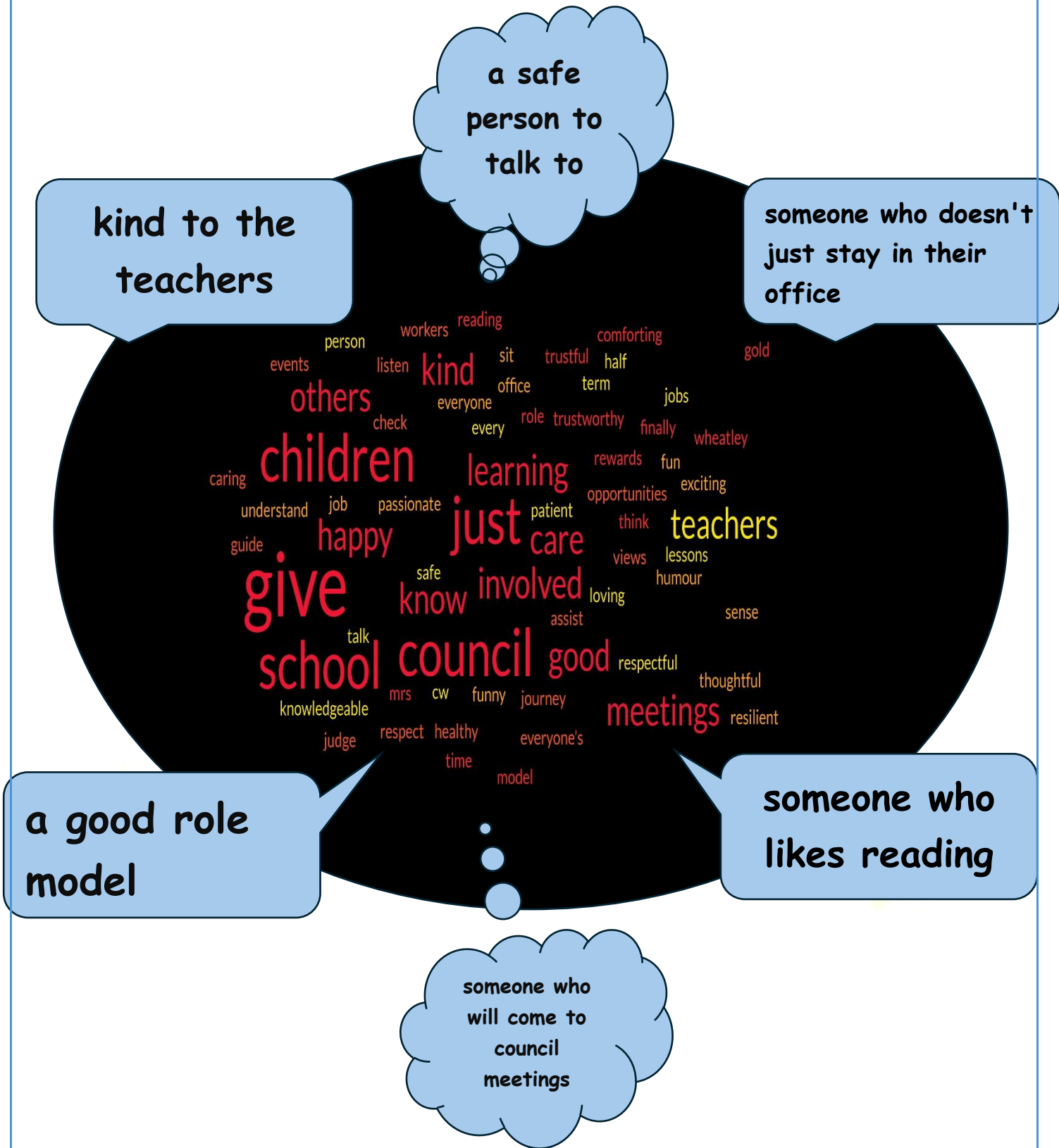
Church school status

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.





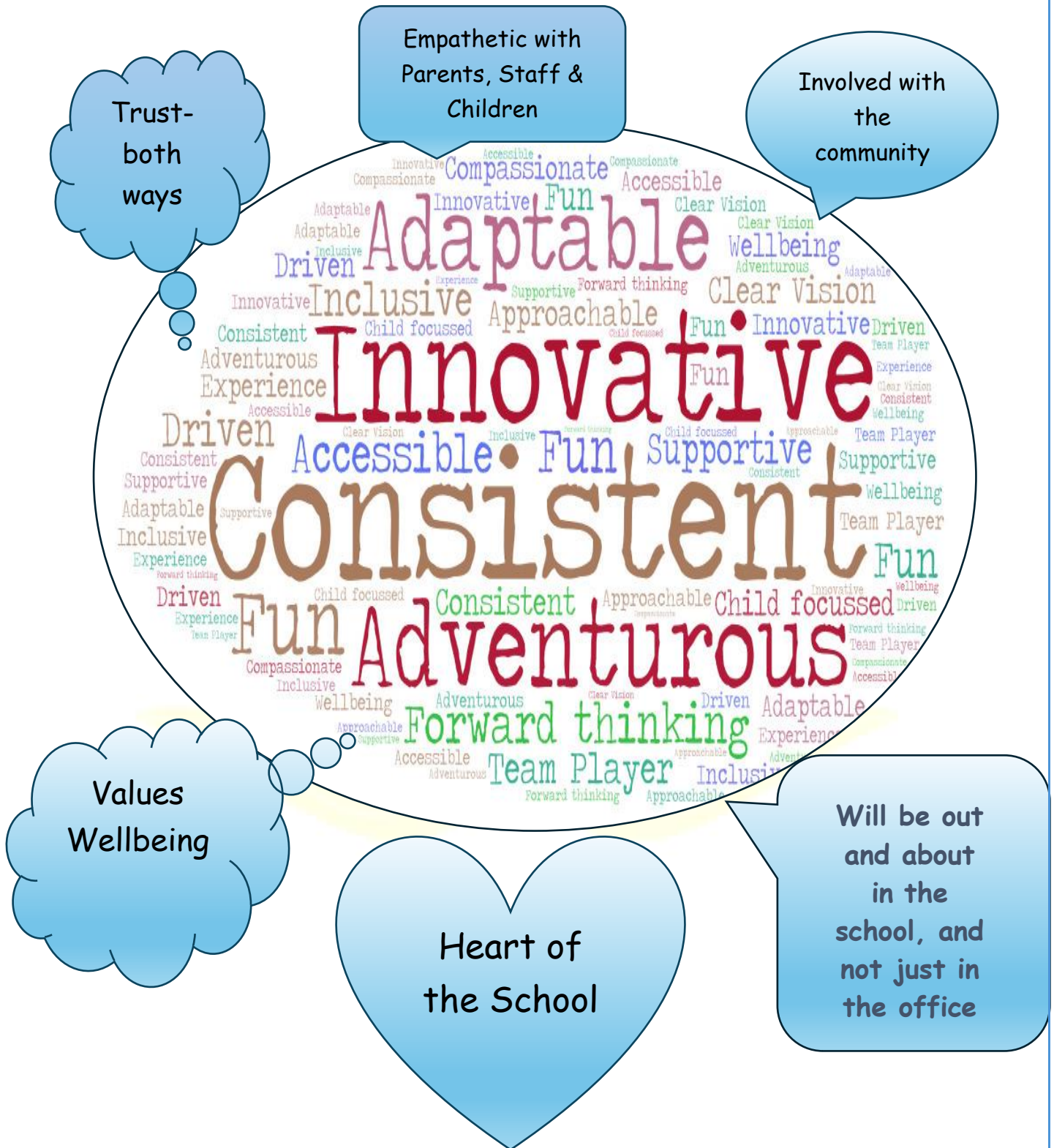
Pupil voice – the new Head Teacher should be





Staff views

We want our Head Teacher to be





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..’



Head Teacher job description

This job description outlines the requirements and specification of the ideal candidate for the role of Head Teacher.

Head Teachers are responsible for managing their schools and creating the right conditions for both pupils and staff to achieve their best.

This job description outlines the key duties associated with the role of Head Teacher and should not be considered an exhaustive list.

Duties

This job description is subject to the general conditions of service for a Head Teacher as set out in the current School Teachers Pay and Conditions Document. This job description is based on the National Standard 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 school.

Main purpose

The Head Teacher will provide professional leadership, vision and strategic direction for the schools in order to maintain and develop the school's ethos which enables pupils and teachers to achieve effective learning. The Head Teacher 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.

Ethics and professional conduct

- Uphold and demonstrate the Seven Principles of Public Life at all times – selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- Uphold public trust in school leadership and maintain high standards of ethics and behaviour.
- Build relationships rooted in mutual respect and observe proper boundaries appropriate to their position.
- Show tolerance of, and respect for, the rights of others, recognising differences and respecting cultural diversity.
- Uphold fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
- Ensure that personal beliefs are not expressed in ways which exploit their position or pupils' vulnerability, or which might lead pupils to break the law.
- Serve in the best interests of the school's pupils.
- Conduct themselves in a manner compatible with their influential position in society by acting ethically.
- Uphold their obligation to give account and accept responsibility.



Bishop King CE Primary School Head Teacher Application Pack

- Know, understand and act in line with the relevant statutory frameworks which set out their professional duties and responsibilities.
- Make a positive contribution to the wider education system.

School culture

- Establish and sustain the school's vision, 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 the school community, 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.
- 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.

Curriculum and assessment

- Ensure a broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught.
- Establish 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.
- Ensure valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum.

Behaviour

- Establish and sustain high expectations of behaviour for all pupils, built upon relationships, rules and routines, which are understood clearly by all staff and pupils and reflect our Church School values.
- Ensure high standards of pupil behaviour and courteous conduct, in accordance with the school's 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.

Additional and special educational needs and disabilities

- Ensure the school holds ambitious expectations for all pupils with SEND and additional needs.
- Establish and sustain culture and practices that enable pupils with SEND and additional needs to access the curriculum and learn effectively.



- Ensure the school works effectively in partnership with parents and professionals to identify the additional needs and SEND of pupils, and ensure support and adaptation are provided where appropriate.
- Ensure the school fulfils its statutory duties with regards to the SEND code of practice.

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 'Standards for teachers' professional development'.
- Ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning.

Organisational management

- Ensure the protection and safety of pupils and staff through effective approaches to safeguarding as part of the duty of care.
- Prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds.
- Ensure staff are deployed and managed well with due attention paid to workload.
- Establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently.
- Ensure rigorous approaches to identifying, managing and mitigating risk.

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 school's context.
- Ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time.

Working in partnership

- Forge constructive relationships beyond the school, working in partnership with parents, carers and the local community.
- Commit to ensuring the school works 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.



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.





Assessed by Application (A), Interview (I) or Task (T)

Essential Criteria		Desirable Criteria	
Personal Attributes / Qualifications			
National Professional Qualification for Headship	A	Evidence of wider church and community involvement	AI
Qualified Teacher Status	A		
Fully supportive references	A		
Be child focussed, trustworthy and caring	AI		
A commitment to uphold and promote the school's Christian ethos and life	AI		
A commitment to respond to the voice of the child	AI		
Be an excellent communicator, be approachable and accessible and have strong interpersonal skills	AI/ T		
Lead by example with integrity, inspiration, resilience and creativity, drawing on their own experience and that of the school community	AI		
Being forward-thinking and outward-looking in order to drive school improvement	AI		
School Culture			
Evidence of creating a culture which allows every child to grow, develop and reach their full potential	AI	Experience of developing positive relationships within a diverse, multi-cultural community	AI
A commitment to proactively foster parental engagement	AI	Evidence of creating experiences for all children beyond the statutory curriculum requirements	AI
A commitment to promote diversity, equality and inclusivity as an essential part of the school ethos and values	AI	Leading Collective Worship in a primary school setting	AI



Bishop King CE Primary School Head Teacher Application Pack

Have the ability to provide constructive feedback to staff and children that promotes next step development whilst recognising achievement	AI/T		
Knowledge of church school distinctiveness	AI		
Values mutual support and respect, fostering strong working relationships and a collaborative culture	AI		
Safeguarding			
Understanding of the DSL role	AI	Experience of working as a DSL or DDSL	AI
Understand and demonstrate the building of a strong safeguarding culture within a school	AI	Current Safer Recruitment Training	AI
Experience of working with external agencies to safeguard children	AI		
Ability to demonstrate commitment to safeguarding and promoting the welfare of all children	AI/T		
Curriculum and Assessment			
Have an excellent understanding and experience of a knowledge-based primary curriculum including EYFS	AI	Experience of developing the wider curriculum in order to nurture 'the whole child'	AI
A proven track record of successful Senior Leadership experience within a primary school	AI	Experience of developing the wider curriculum in order to promote cultural capital	AI
Is committed to aspirational educational standards for all pupils and staff	AI		
Additional and Special Educational Needs			
Have a clear understanding of the SEND Code of Practice and proven experience of developing a culture which meets pupils' needs	AI	Have experience of supporting pupils and families whose first language is not English and are new to the country	AI



Experience of monitoring and evaluating the Pupil Premium strategy and its impacts on outcomes for children	AI	Experience of fostering positive and successful working relationships with a range of external professional agencies	AI
School Improvement			
Have the ability to articulate a clear vision of what an exceptional church primary education is	AI	Experience of successful Ofsted and SIAMS inspections at leadership level	AI
A clear understanding of how to take the school forward, building upon existing strengths and taking all members of the school community with them	AI	Experience of leading School Improvement projects including fostering links with teaching hubs etc	AI
Seek external evaluations to challenge and support the work of the school	AI		
Welcome support and challenge from the Governing Body and actively support the Governors to deliver their functions effectively	AI		
The courage to navigate the school successfully through an uncertain external environment	AI		
Behaviour			
Experience of managing a behaviour system which allows all children to flourish	AI	Understands how to create a culture of positive behaviour	AI
Experience of fostering positive relationships with all members of the school community in order to support children's behaviour	AI	Has a clear understanding of Lincolnshire's Behaviour Ladder	AI
Finance Experience			
Evidence of an understanding of the impact of budgets, resources and financial planning on school curriculum, outcomes and sustainability	AI		



Bishop King CE Primary School Head Teacher Application Pack

Understanding of careful financial planning and budget setting	AI		
Understanding of setting and reviewing Pupil Premium grant spending to secure strong pupil outcomes	AI		
Organisational Management			
Able to organise and manage own workload and that of others with due consideration to priorities, risks, and health and wellbeing of the team and wider community	AI	Knowledge of integrated curriculum and financial planning	AI
An approach to leadership which fosters a collaborative and positive working environment for a wide and varied staff team	AI	Understanding the role of Health and Safety in the workplace	AI
Be able to delegate appropriately and hold people to account gently	AI	Be open to the use of digital technology to promote pupil learning and organisational efficiency	AI
Professional Development			
Evidence of encouraging the personal and professional development of all staff	AI	Abreast of the latest education development and research	AI
Evidence of proactively pursuing continued professional development and being a lifelong learner	AI	Have experience of supporting trainee staff and encouraging their professional development	AI
Evidence of identifying and developing emerging talent and leadership ability	AI		



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



Bishop King CE Primary School Head Teacher Application Pack
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.



Bishop King CE Primary School Head Teacher Application Pack

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

Last updated May 2022

