



WADDINGHAM PRIMARY SCHOOL



HEADTEACHER RECRUITMENT PACK

ABOUT THE SCHOOL

At Waddingham we value each and every child and work in partnership to enable all children to thrive, flourish and believe that they can be best they can. We are a very friendly and inclusive setting and strive to ensure that every child is cared for, feels happy and safe and develops a strong sense of belonging.

We are a small rural school situated in the heart of Waddingham village just north of Lincoln with many of our children coming for the surrounding area.

We currently have 3 mixed year group classes: Reception and Year 1, Years 2,3,4 and Year 5/6. We are Group 1 school with 68 children on roll and a PAN of 15. We have 12 children starting with us in September 2025.

The school has an onsite pre-school provision, welcoming children from 2 years old as well as before and after school provisions, which are well used by our community.

We are very fortunate to be supported well by Friends of Waddingham School (FOWS) who hold events and raise funds to enhance the school experience of all our children.

To find out more about our school please look at our website at www.waddingham.lincs.sch.uk

OUR VISION

Our children will **THRIVE** in a happy and safe environment. They will **FLOURISH** in any way they can, to be the best they can be. We **BELIEVE** that every child will achieve!

Values:

Aspiration

Respect

Tolerance

Kindness

Responsibility

Resilience

STRATEGIC PRIORITIES FOR 2025-26

- To increase the enjoyment of writing
- To increase the understanding and application of reasoning across the curriculum
- Develop a shared understanding of metacognitive strategies amongst staff and implement and review the impact
- To increase engagement with parents and carers
- To continue to develop our well-being strategy for all members of our community including children,

LETTER FROM THE CHAIR OF GOVERNORS

Dear Applicant,

Thankyou for considering an application to become Head Teacher at Waddingham Primary School where a warm welcome awaits the successful candidate. The Governing Body is looking to appoint an open and inspiring Head Teacher to lead our team and to drive the vision and ethos of the school forward, building on the excellent foundations of our departing Head Teacher.

There is great pride in our school which serves the local villages and the wider area, in creating a dynamic and exciting place of learning, where children are encouraged to become lifelong learners and responsible citizens, encompassed within our motto of Thrive, Flourish and Believe.

The school is a small village school, with a current roll of 68 children across EYFS, KS1 and KS2. The school also includes a preschool onsite, a breakfast club and after school clubs. There are extensive outdoor facilities, which children are encouraged to utilise, through a wide variety of activities including a science garden and wide range of sporting opportunities.

We cherish and value the support of the wider community, and have several events throughout the school year to engage with the local community. A parental group also host and support some events including fundraising .

As a Head Teacher you will have the opportunity to help shape the future of both children and staff, and create that dynamic and inspiring learning environment, enabled by the school values. The Governing Body are committed to driving continuous improvement in the school, and working closely with the Head Teacher, in raising standards and successfully navigating the many challenges that are faced on a daily basis.

We truly believe that we are an exciting and vibrant and caring school with enthusiastic and dynamic staff, which will provide a nourishing platform for the right candidate to progress their career.

I hope this pack gives you some insight into the feel of the school and would encourage candidates to visit us. A visit can be arranged as detailed in this pack.

Good luck and thank you again for considering an application.

Yours sincerely

Andrew Dunsmore
Chair of Governors

17th July 2025

MS/HO-S/CS

Dear Applicant,

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

Working in Lincolnshire

Thank you for your interest in the post of headteacher at **Waddingham Primary School**, a Lincolnshire maintained school.

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.

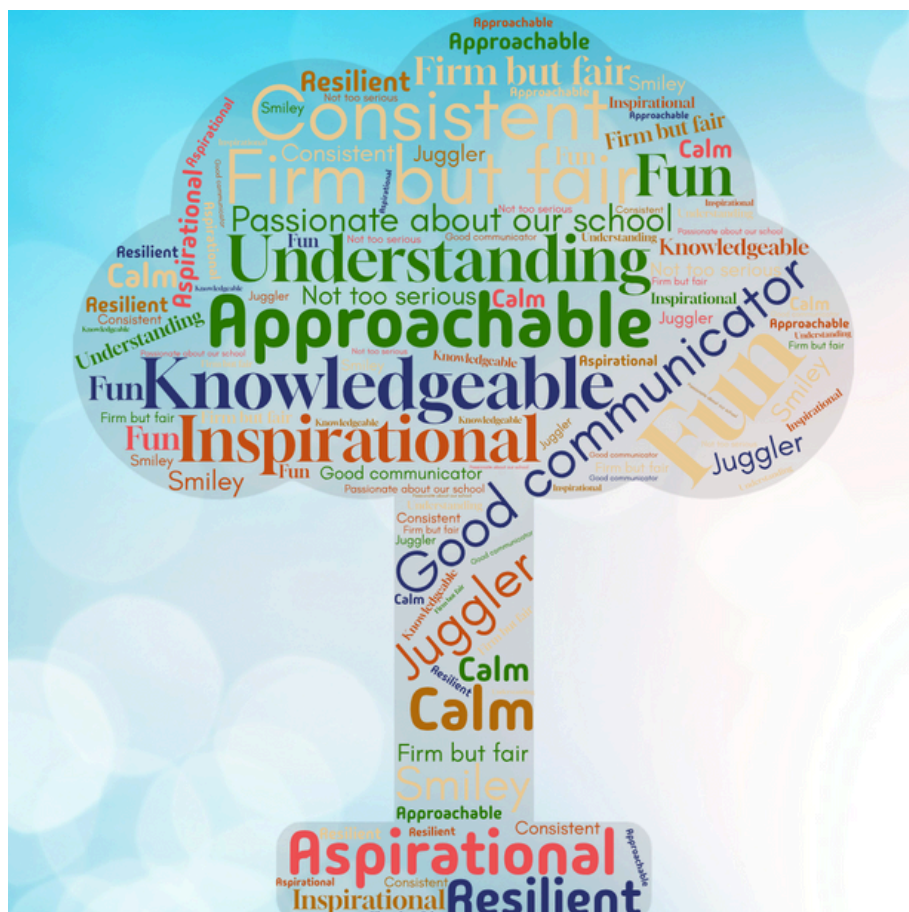
I hope you will find time to visit the school and wish you success with your application.

Yours faithfully,

A handwritten signature in blue ink that reads "M. Smith". The signature is written in a cursive, flowing style.

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

A hand-drawn figure of a person with long hair, wearing a pink shirt and pants. The figure is surrounded by several positive adjectives written in a circular pattern around them. The words are: Tolerant, Respect, Female, Sporty, Happy, Good Heart, Good Listener, Lovely, Stylish, Artist, Nice, and Tolerant (repeated at the top). Inside the figure's shirt, there are also some faint, handwritten words like "New", "and", "out", "Gross", "blow", "Arise", "Punch", "Good", "Love".



WHAT OUR PARENTS WOULD LIKE FROM THEIR NEW HEADTEACHER

As the parents and families of the wonderful children at Waddingham Primary School, we want our children to feel happy, safe, and excited about coming to school each day. We want them to come home buzzing with things they've learned, feeling proud of themselves, and knowing that they belong.

We want a Headteacher who takes the time to really get to know the children as individuals, someone who greets them by name, understands what makes them tick, and is visible and approachable throughout the school.

We hope for someone who leads by example. A calm, confident presence who models our school values, and demonstrates respect, kindness, and integrity in every interaction.

We want a leader who values the heart of the school community, someone who appreciates what makes our school special and is committed to building on its strengths, while also bringing fresh ideas and a clear sense of direction.

As families, we value strong communication and open, honest relationships. We want to work in partnership with a Headteacher who listens, involves parents in school life, and sees us as part of the wider school family.

Most of all, we're looking for someone who brings warmth, integrity, and genuine care - a leader who puts our children at the centre of every decision, and helps them grow not only as learners, but as confident, curious, and kind young people.



SCHOOL AND POST DETAILS

School Address	The Green Waddingham DN21 4SX
School Telephone	01673 818239
Pupils on roll	68 + Pre-School
Salary Range	L6 - L11
Start Date	January 2026 (Earlier will be considered for the right candidate if possible)
Contact email for correspondence	catharine.strong@waddingham.lincs.sch.uk

RECRUITMENT PROCESS

Closing Date for Applications: Midnight on Sunday 14th September 2025

Shortlisting and screening: Monday 15th September 2025

Interviews and Assessments: Tuesday 23rd September 2025

School visits

School visits are warmly recommended in advance of the interview. To arrange a visit please email catharine.strong@waddingham.lincs.sch.uk

We have visits arranged on the following dates and times:

Monday 21st July 2025 – 1:30pm

Friday 5th September 2025 – 1:30 pm

Monday 8th September 2025 – 9:30am

How to apply:

If you feel inspired 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, www.waddingham.lincs.sch.uk.

Completed applications should be returned to Catharine Strong (Clerk of Governors) at catharine.strong@waddingham.lincs.sch.uk

All applications must be received by midnight on Sunday 14th September 2025. No late applications will be considered.

JOB DESCRIPTION AND PERSON SPECIFICATION

Director Area: Schools	Job Ref Number:
Service Area: Primary School	Grade: Leadership Salary
Job Title: Headteacher	
<p>PURPOSE OF JOB:</p> <p>Duties</p> <p>This job description is subject to the general conditions of service for a Headteacher as set out in the current School Teachers Pay and Conditions Document. This job description is based on the National Standards of Excellence for Head Teachers (2020). The job description details responsibilities but does not direct any particular priorities or amount of time to be spent carrying out these duties. This job description is not prescriptive, nor necessarily a comprehensive definition of the post. As such, it may be subject to amendment, after consultation, to meet the changing needs of the schools.</p> <p>Main Purpose</p> <p>The Headteacher 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 Headteacher will ensure that the school's aims and objectives are implemented in accordance with the policies of the governing body and national and local education strategy.</p>	
MAIN DUTIES	
1.	<p>School culture</p> <ul style="list-style-type: none"> • establish and sustain the school's ethos and strategic direction in partnership with those responsible for governance and through consultation with the school community • create a culture where pupils experience a positive and enriching school life • uphold ambitious educational standards which prepare pupils from all backgrounds for their next phase of education and life • promote positive and respectful relationships across both school communities and a safe, orderly and inclusive environment • ensure a culture of high staff professionalism
2.	<p>Teaching</p> <ul style="list-style-type: none"> • 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

3.	<p>Curriculum and assessment</p> <ul style="list-style-type: none"> • 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, 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.	<p>Behaviour</p> <ul style="list-style-type: none"> • 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 • ensure high standards of pupil behaviour and courteous conduct in accordance with the school's behaviour policy • maintain consistent, fair and respectful approaches to managing behaviour • ensure that adults within the school model and teach the behaviour of a good citizen
5.	<p>Additional and special educational needs and disabilities</p> <ul style="list-style-type: none"> • ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities • establish and sustain culture and practices that enable pupils to access the curriculum and learn effectively • ensure the school works 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 the school fulfils its statutory duties with regard to the SEND code of practice
6.	<p>Professional development</p> <ul style="list-style-type: none"> • 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 school, as well as within it, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning
7.	<p>Organisational management</p> <ul style="list-style-type: none"> • 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 schools to operate effectively and efficiently • ensure rigorous approaches to identifying, managing and mitigating risk

8.	<p>Continuous school improvement</p> <ul style="list-style-type: none"> • 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
9.	<p>Working in partnership</p> <ul style="list-style-type: none"> • forge constructive relationships within and beyond the school, working in partnership with parents, carers and the local community • commit the school 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.	<p>Governance and accountability</p> <ul style="list-style-type: none"> • understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility • establish and sustain professional working relationship with those responsible for governance • ensure that staff know and understand their professional responsibilities and are held to account • ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties

PERSON SPECIFICATION

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

REQUIREMENTS	ESSENTIAL	DESIRABLE
Qualified Teacher Status (QTS)	X	
A proven track record of successful senior leadership experience within a primary school	X	
Evidence of proactively pursuing continued professional development and being a lifelong learner	X	
Experience across the whole primary provision including the Foundation Stage	X	
NPQH		X
SENCO Qualification or be willing to work towards it		X
Current safeguarding training	X	
Enhanced DBS clearance	X	
Ability to demonstrate commitment to safeguarding and promoting the welfare of children	X	
Having fully supportive references	X	
Evidence of actively maintaining a safe and well-ordered school environment	X	
Current safer recruitment training		X
Have an excellent understanding of the primary curriculum across all Key Stages including the EYFS	X	

REQUIREMENTS	ESSENTIAL	DESIRABLE
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 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 SEN Code of Practice and proven experience of supporting children in overcoming barriers to learning	X	
Evidence of creating a culture which enables the personal, social and emotional development of each child in order to optimise learning potential	X	
A commitment to respond to the voice of the child.	X	
Committed to aspirational educational standards for all pupils and staff	X	
Demonstrates the ability to be inspiring and motivating and meeting the needs of the community	X	
Evidence of identifying and developing emerging talent and leadership ability	X	

REQUIREMENTS	ESSENTIAL	DESIRABLE
Values mutual support and respect, fostering strong working relationships and building an effective team	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 diversity, equality and inclusivity	X	
A commitment to proactively foster parental engagement.	X	
Able to maintain and develop opportunities for partnerships with parents, other schools, local churches and other community groups	X	
Evidence of encouraging the personal and professional development of all staff	X	
Able to build upon our last OFSTED inspection outcomes	X	
Welcomes support and challenge from the Governing Body and actively supports the governors to deliver their functions effectively	X	
Experience of an OFSTED inspection at leadership level		X
Reflective - able to build on the current strengths of the school	X	
Be approachable and accessible	X	
Be an excellent communicator and have strong interpersonal skills (written, verbal and aural) and resilience to engage the school community.	X	

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

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