



FRANCES OLIVE ANDERSON CHURCH OF ENGLAND PRIMARY SCHOOL

HEADTEACHER APPLICATION PACK 2026



FRANCES OLIVE ANDERSON CE PRIMARY SCHOOL - Headteacher Application Pack

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School Details

Address	Frances Olive Anderson Church of England Primary School The Grove Lea Gainsborough DN21 5EP
Telephone	01427 612827
Website	www.olive-anderson.lincs.sch.uk
Number on Roll	183
Salary Range	L8-L14
Anticipated Start Date	January 2027
Email for queries	grace.watson@olive-anderson.lincs.sch.uk

Recruitment Process

Closing date for applications	Noon on Friday 18 th September 2026
Shortlisting and screening	Thursday 24 th September 2026
Interviews and assessments	Tuesday 29 th September 2026
School Visits	School visits are warmly welcomed in advance of the interview. These will take place W/C 14th September 2026. To arrange a visit, please email grace.watson@olive-anderson.lincs.sch.uk to arrange a mutually convenient time.
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 requested by email: grace.watson@olive-anderson.lincs.sch.uk Completed applications should be returned by email to: grace.watson@olive-anderson.lincs.sch.uk All applications must be received by noon on Friday 18th September 2026. No late applications will be considered.
Safeguarding	The Governing Body, Lincolnshire County Council and The Diocese of Lincoln are committed to safeguarding and promoting the welfare of children and young persons and require all staff and volunteers to demonstrate this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. Offers of employment are subject to a satisfactory enhanced DBS disclosure and other employment checks. Please note we may also carry out online searches of shortlisted candidates.
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.

Letter from our Chair of Governors – Angie Waplington

Dear Candidate,

Thank you for your interest in the post of Headteacher at Frances Olive Anderson Church of England Primary School, Lea.

On behalf of the Governing Body, I am pleased to introduce this opportunity to lead our school at an exciting point in its journey. Frances Olive Anderson CE Primary School is a warm, inclusive and values-led school, rooted in its Christian foundation and serving its local community with pride. Our Christian vision underpins all that we do and shapes the way we nurture, challenge and support every child.

The school has recently benefited from a successful Ofsted inspection, which recognised the strength of our provision and affirmed the positive direction of travel for the school. This provides a strong platform on which the next Headteacher can build, as we continue to secure high standards while developing further opportunities for enrichment and growth.

As a voluntary aided Church of England school within the Diocese, we are seeking a Headteacher who will embrace and promote our Christian ethos, working in close partnership with the Diocese, the Governing Body and the wider school community. The successful candidate will be committed to safeguarding and promoting the welfare of all children and will understand the importance of securing strong foundational knowledge through a rich and well-sequenced curriculum.

We are proud of our dedicated and skilled staff team and of the positive relationships that exist across the school, local community and partner organisations and agencies. The Governing Body values collaboration and is committed to working constructively with the new Headteacher, offering both support and challenge in equal measure. We are keen to appoint a leader who will build on existing strengths, harness the talents of the staff team and continue to foster an inclusive and aspirational culture in which pupils and adults can flourish.

We encourage you to read the application pack carefully and to consider how your experience, leadership approach and values align with the ethos and ambitions and aspirations of Frances Olive Anderson CE Primary School. We would warmly welcome applications from candidates who share our commitment to excellence, inclusion and Christian service.

Yours sincerely,

Angie

**Mrs Angie Waplington
Chair of Governors
Frances Olive Anderson CE Primary School, Lea**

Letter from our Diocesan Director of Education – Canon Paul Thompson



The Diocesan
Board of Education

Canon Paul Thompson
Diocesan Director of Education

Dear Applicant,

Thank you for your interest in the position of Headteacher at Lea Frances Olive Anderson Church of England Primary School.

As a 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.

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

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

Registered charity number – 1151733

Company number - 08334622

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

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

Registered charity number – 1151733

Company number - 08334622

Letter from Martin Smith – Assistant Director – Children’s Education



February 2026

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 **Frances Olive Anderson Church of England Primary School, Lea**, 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.

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

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.

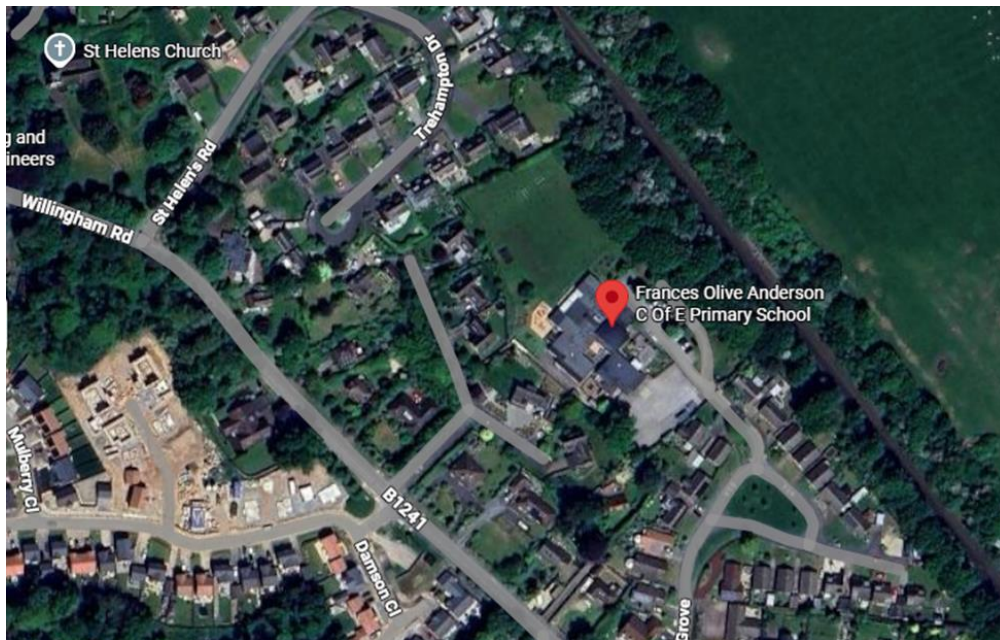
I hope you will find time to visit the school and wish you success with your application.

Yours faithfully,

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

About Frances Olive Anderson CE Primary School

Location and Overview



Frances Olive Anderson Church of England (Aided) Primary School is a mixed primary school located on The Grove in the rural village of Lea, just south of Gainsborough in Lincolnshire. The school serves children aged 4 to 11 and is part of the local authority maintained sector with a voluntary aided status reflecting its Church of England foundation.

The school's catchment area includes Lea itself and nearby villages such as Knaith, Knaith Park, Gate Burton, Upton and Kexby, although many pupils also travel from Gainsborough and the surrounding area. A free school bus is provided for eligible pupils from Upton and Kexby.

Ethos and Curriculum

Frances Olive Anderson Primary emphasises a warm, inclusive Christian ethos, centred on its vision statement of **"Being Different; Belonging Together"**. The school seeks to value each child as unique, promote resilience, and foster academic, social and emotional development through a broad and enriched curriculum. Happy learners are encouraged to become lifelong and successful learners.

Educational Quality and Inspection

The school was most recently inspected by Ofsted in July 2024, where it was judged to be a good school. Inspectors highlighted pupils' positive attitudes, strong personal development, good behaviour and warm relationships within the school community. Trips, visits and cultural

learning opportunities are integral to the curriculum, and staff strive to support all pupils to achieve their potential.

School Structure and Community

With 183 pupils on roll, Frances Olive Anderson Primary is staffed by a dedicated team and governed by a body that includes representatives from the local parish. Its position as a Church school means that religious ethos and community links are woven into both daily life and governance.

Building and Grounds



Frances Olive Anderson Church of England Primary School occupies a prominent site on The Grove in Lea, a village just south of Gainsborough in Lincolnshire. The school is set within a distinctly village-based environment, surrounded by residential areas and open countryside typical of rural Lincolnshire.

The main school building reflects practical classroom design with easy access to both indoor and outdoor learning spaces.

Classrooms and internal facilities are arranged to support both foundation and Key Stage teaching, with bright learning areas that link directly to outdoor play and activity zones. The interior layout promotes accessibility and supervision, enabling smooth transitions between lessons, assemblies and group work.

The grounds include well-maintained play areas and green spaces where pupils enjoy outdoor learning, physical education and playtimes. These areas are safely enclosed and laid out to support a range of activities, fostering physical development and social interaction. Natural light and views across the school grounds help create an open and welcoming environment for pupils and staff.

Being a village school, the setting benefits from quiet surroundings, with limited immediate traffic and easy walking access for many pupils. There is space for outdoor school events and informal gatherings, reinforcing the school's close community feel.

The school offers a virtual tour that gives an interactive look at the classrooms, corridors and grounds and can be found via the following link: <https://www.olive-anderson.lincs.sch.uk/virtual-tour/>

Church School

Frances Olive Anderson CE Primary School is a voluntary aided school that welcomes children and families of all faiths and none. Supported by the Lincoln Diocese, the school is inspected regularly as part of its Church school status and was judged to be a Good Church School in its most recent inspection.

The school's Christian distinctiveness is reflected through daily collective worship, regular involvement from the local Church, frequent church services, choir-led carol services, and church representation on the Governing Body. The latest SIAMS inspection in March 2020 recognised a strong, clearly articulated Christian vision that underpins daily school life, promotes dignity and respect, and supports positive relationships that help remove barriers to learning. Religious Education is judged to be good, with pupils showing respectful understanding of different religions and worldviews, supported by strong partnership with the Diocese.

The school maintains close links with the local community and church through Foundation Governors elected from local parishes, including St Helen's Lea, All Saints Upton cum Kexby, St Helen's Gate Burton, and St Mary's Knaith.

Pupil and Staff Feedback

We invited our children and staff to share what they would love to see in a new Head Teacher. The graphics below capture their thoughtful feedback and highlight the qualities they would like us to consider.



Head Teacher Job Description

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 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 Headteacher will provide professional leadership, vision and strategic direction for the school in order to maintain and develop the school's Christian 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.

Main Duties

1.)	School culture: • 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 the school community and a safe, orderly and inclusive environment • ensure a culture of high staff professionalism.
2.)	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

3.)	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, 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: • 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 • 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: • 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.)	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 school, as well as within it, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning

7.)	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 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
9.)	Working in partnership: • forge constructive relationships within and beyond the federation, working in partnership with parents, carers and the local community • commit their 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.)	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

Person Specification

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

Essential Criteria		Desirable Criteria	
Personal Attributes / Qualifications			
Qualified Teacher Status	A	National Professional Qualification for Headship	AI
Fully supportive references	A	Evidence of wider church and community involvement	AI
Child and family focussed	AI		
A commitment to uphold and promote the school’s Christian ethos and life	AI		
Be an excellent communicator, be approachable and accessible and have strong interpersonal skills	AI		
Lead by example with integrity, inspiration, resilience and creativity, drawing on their own experience; and that of the staff and 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	Evidence of providing a broad range of inclusive enrichment opportunities that extend learning beyond the statutory curriculum for all pupils.	AI
A commitment to proactively foster parental engagement	AI	Experience of leading Collective Worship in a primary school setting	AI
A commitment to promote diversity, equality and inclusivity as an essential part of the school ethos and values and how this is driven through the school’s values	AI		
Have the ability to provide constructive feedback to staff and children that promotes next step development whilst recognising achievement	AI		

Knowledge of church school distinctiveness	AI		
Values mutual support and respect, fostering strong working relationships and a collaborative culture	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 some 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
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
Demonstrable experience of working effectively with external agencies to safeguard children, together with a clear commitment to safeguarding and promoting the welfare of all children	AI		
Curriculum and Assessment			
Demonstrate an excellent understanding of how to secure pupils' foundational knowledge within a knowledge-based primary curriculum	AI		
A proven track record of successful Senior Leadership experience within a primary school	AI		
Is committed to aspirational educational standards for all pupils and staff	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
Welcome support and challenge from the Governing Body and actively support the Governors to deliver their functions effectively	AI		
Behaviour			
Experience of managing a behaviour system which allows all children to flourish	AI	Has a clear understanding of Lincolnshire's Behaviour Ladder	AI
Experience of fostering positive relationships with all members of the school community in order to support children's behaviour	AI		
Finance Experience			
Evidence of an understanding of the impact of budgets, resources and financial planning on school curriculum, outcomes and sustainability	AI	Knowledge of integrated curriculum and financial planning	AI
Understanding of careful financial planning and budget setting	AI		
Understanding of setting and reviewing grant spending (for example, Pupil Premium) 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	Understanding the role of Health and Safety in the workplace	AI
Demonstrate a leadership approach that builds a positive, collaborative culture and harnesses the strengths of a diverse staff team	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	Have experience of supporting trainee staff and encouraging their professional development	AI
Evidence of proactively pursuing continued professional development and being a lifelong learner	AI		
Evidence of identifying and developing emerging talent and leadership ability	AI		
Abreast of the latest education development and research	AI		

Frances Olive Anderson Church of England (Aided) Primary School

Recruitment Privacy Notice

Frances Olive Anderson Church of England (Aided) Primary School is the Data Controller for the personal data you provide during the recruitment process.

This privacy notice explains how and why we collect, use and protect your personal data when you apply for a role with us.

Why do we collect your personal data?

We collect and process personal data in order to manage our recruitment processes and to make informed decisions about your suitability for employment. This includes, but is not limited to:

- Assessing your skills, qualifications and experience in relation to a role
- Determining your suitability to work within a school environment
- Carrying out background, reference and safeguarding checks where required
- Communicating with you throughout the recruitment process
- Maintaining accurate records relating to recruitment
- Complying with legal, regulatory and statutory obligations, including safer recruitment requirements

We only collect personal data that is necessary for these purposes and take reasonable steps to ensure the information we hold is accurate and up to date.

What personal data do we collect?

The personal data we may collect includes:

- Name, address, telephone number and email address
- Date of birth
- National Insurance number
- Employment history
- Qualifications, training and professional experience
- Details of referees
- Identification and right to work documents
- Interview records and assessment outcomes

- Results of any relevant testing, where applicable

We may also process special category personal data, where appropriate and lawful, including:

- Information about race or ethnicity, religion or beliefs (where voluntarily provided)
- Information about physical or mental health, including reasonable adjustments
- Information relating to criminal convictions and offences, including Disclosure and Barring Service (DBS) checks

Where do we get your personal data from?

Your personal data is collected from the following sources:

- Directly from you through application forms, correspondence and interviews
- From referees you have nominated
- From relevant safeguarding or disclosure bodies, where required

Who do we share your personal data with?

We only share personal data where it is lawful and necessary for recruitment purposes. This may include sharing information with:

- The Disclosure and Barring Service (DBS)
- Occupational Health providers
- Previous employers and referees
- Professional advisers or consultants involved in the recruitment process

We do not sell or use your personal data for marketing purposes.

How long do we keep your personal data?

We retain recruitment data only for as long as necessary and in line with our Data Retention Guidelines.

- Personal data relating to unsuccessful applicants is normally retained for six months after the recruitment process concludes
- Personal data relating to successful applicants will be retained as part of the employee personnel record

After the retention period, data is securely destroyed.

How do we keep your data safe?

We take appropriate technical and organisational measures to protect your personal data, including:

- Restricted access to recruitment records
- Secure IT systems and UK-based data storage
- Mandatory data protection training for staff
- Clear policies on confidentiality and information security

Your personal data is not processed outside the UK or European Economic Area.

Your rights

Under UK data protection legislation, you have the right to:

- Request access to your personal data
- Request correction of inaccurate or incomplete data
- Request erasure of your data, in certain circumstances
- Request restriction of processing or object to processing

We will respond to valid requests within one calendar month.

How to contact us

To exercise your rights or raise a query about how your data is handled, please contact our Data Protection Officer:

Mrs Grace Watson

Email: office@olive-anderson.lincs.sch.uk

If you wish to make a complaint and are not satisfied with our response, you may contact the Information Commissioner's Office (ICO):

Website: <https://ico.org.uk>

Review

This privacy notice is reviewed regularly and updated as required to reflect changes in legislation or school practice.