

CANDIDATES PACK FOR **HEADTEACHER OF LEGSBY PRIMARY SCHOOL**



Headteacher Recruitment Pack

Legsby is a small Primary School situated approximately 15 miles from Lincoln City centre.

We are a popular and successful Primary School which serves families from the local village and beyond.

Pupils start their educational journey with us in Reception and move through the school until they leave us in Year 6. They are eager to learn and play an important part in school decisions.

The school has a fantastic group of children who are well behaved, caring and thoughtful. As a small school, the individuality of our children is cherished. We provide a personalised curriculum which is designed to meet the needs of our children while being challenging, creative and relevant to our school and the world we live in.

The staff team are talented, dedicated and provide the best education possible for our children.

The Governing Board are supportive and knowledgeable. They welcome applications from those with a passion for education and school improvement.

Welcome from the Chair of Governors.

Dear Applicant,

We are delighted that you are interested in the position of Headteacher of Legsby Primary School and look forward to receiving your application.

Our current Co-Headteachers are now moving on with their careers. They have guided Legsby passionately for 7 years. We are looking to appoint an enthusiastic and inspirational leader who will be an integral part of our School family, a leader who will continue, and build upon the excellent work that has been done to date and lead our pupils into the next chapter of their educational journey.

Our staff are caring, professional and dedicated. They make our small school environment inclusive and this cascades to the children. Our children are enthusiastic, caring and inspire each other daily.

Our parents and carers are very engaged with the school community with high attendance at parents' evenings, school performances and sports fixtures. We also have a very strong PTFA who work tirelessly to raise funds for the benefit of the children. We encourage visitors into school as well as learning experiences away from our site. We are proud of our children and enjoy seeing them showcase their talents within the wider community, most recently at Market Rasen Methodist Chapel and The Wragby Show.

We are a school with a strong spirit and family feel, dedicated to supporting everyone within and across our school community to flourish. We strive to ensure that all members of our school community understand that they are valued for who they are. We are committed to providing our children with an education through a curriculum that is broad and creative to nurture the love of learning that prepares them for their future lives beyond Legsby School.

At Legsby, we celebrate the individuality of our children by supporting them to reach their full potential through being part of the school family and the wider community. We believe that being aware of the needs and differences of others is essential for the development of the whole child.

Our governing body has a breadth of experience and will support the new headteacher to direct the next chapter for our school. We will do all that we can to enable the right person to build on our successes as we all work together to continue moving the school forward.

Governors are seeking to appoint a professional who will have the commitment and passion to build on our vision to provide the highest quality education in a caring environment. If you are looking to be part of a school which has developed over the years, and want to work with children, staff and governors who are excited and enthusiastic about this ongoing journey, then we would love to hear from you. We very much encourage you to visit us and allow us to introduce you to our school and look forward to receiving your application.

On behalf of the Governing Body

Susan Beveridge (Chair of Governors)

02.06.2025

MS/HO-S/CS

Dear Applicant,

Working in Lincolnshire

Thank you for your interest in the post of headteacher at **Legsby** Lincolnshire maintained school.

Lincolnshire County Council

County Offices

Newland

Lincoln

LN1 1YL

Tel 01522 554590

Email:

EducationTeam@lincolnshire.gov.uk

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,



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

Ofsted

Our most recent Ofsted inspection was in July 2023.

Legsby was graded “Good” in all of the 5 areas.

Ofsted reports are brief and represent a snapshot in time, but we believe our report really reflects our school values and the way we teach.

The inspectors wrote:

- Leaders have high expectations of pupils’ behaviour. Pupils live up to these expectations. They treat one another with respect.
- Pupils enjoy attending school. Pupils, including those with special educational needs and/or disabilities (SEND), establish positive relationships with staff.
- Many parents shared very positive views of the school and its leadership. One parent typically suggested, ‘All of the staff are kind and caring and work very hard to support all of the children’.
- Pupils with SEND have their needs promptly and accurately identified. Leaders work with external experts to ensure that pupils get the help they need. Pupils with SEND develop their knowledge well
- Pupils behave well. They concentrate in lessons and take pride in their work.



Our Vision and Aims

Our Vision Statement

At Legsby, we celebrate the individuality of our children by supporting them to reach their full potential through being part of the school family and the wider community.

We believe that being aware of the needs and differences of others is essential for the development of the whole child.

Our curriculum is broad and creative to nurture the love of learning.

'Bringing out the best in each other'



Our School's Aims are:

- To be adaptable and self-confident in lifelong learning
- To be caring and considerate of others
- To have a positive attitude
- To be happy and excited by our learning
- To share a stimulating and creative learning experience
- To develop each child's independence ready for the next stage of their life
- To develop each child's awareness of their place in the wider world.

Legsby Primary School is committed to ensuring equality of provision throughout the school community. To achieve this, our equality objectives are as follows:

- To promote cultural development and understanding through a rich range of experience, both in and beyond the school.
- To tackle prejudice and promote understanding in relation to people with disabilities and backgrounds
- To ensure that all pupils are given similar opportunities with regards to breakfast clubs and activities
- To eradicate prejudice related bullying in relation to the protected characteristics listed in the Equality Act 2010.
- To allow equal access to information for all parents/carers

The Voice of our School Family

We asked our staff what makes our school special:

- Legsby is a unique school because of its close family environment which nurtures the children to achieve their very best potential.
- There is a focus on the individual needs of pupils and staff to bring out the best in everyone.
- The teaching team support each other, are kind, empathetic to both colleagues and pupils.
- The leadership team understand the wider teaching team, involve them in decisions and processes. This supports them to be the best and create a wonderful school environment.
- Everyone is valued and treated equally



We asked our pupils what they would like to see in their new headteacher:

- Someone who is kind, caring and fun
- Someone who is a good listener
- Someone who is a good teacher
- Someone who is respectful and understanding
- Someone who interacts well with us and helps us solve our problems
- Someone who allows creativity

We asked our staff what they would like to see in their new headteacher:

- To be adaptable on a daily basis
- Used to working in a small close-knit school
- Prioritise and manage workload
- Cover absence
- Empathetic and understanding
- Support all of the school staff to develop and achieve their potential
- To be able to work with specialist teaching teams and outside agencies
- Have excellent people skills to interact with parents and community
- Leads by example and is a role model for staff and pupils
- Someone who can confidently lead Legsby through this next chapter and to improve the school further



School Details

Address	Legsby Primary School Legsby Market Rasen Lincolnshire LN8 3QW
Telephone	01673 843268
Website	enquiries@legsby.lincs.sch.uk
Group	1
Number on Roll	35
Salary Range	L6-13
Start Date	January 1 st , 2026 (or earlier if available)
Contact Correspondence	Andrew Howson – Senior Administrator/ Bursar andrew.howson@legsby.lincs.sch.uk
Recruitment Process	Prospective candidate tours: Contact the school to book a slot on Friday 20 th June, Tuesday 24 th June or Friday 4 th July. Closing date for application forms (available on our website and LCC): Sunday 6 th July, Midnight. Shortlisting: Tuesday 8 th July. Interviews: Monday 21 st July.
Safeguarding	The Governing Body, Lincolnshire County Council 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.

JOB DESCRIPTION (This is from LCC)	
Director Area: Schools	Job Ref Number:
Service Area: Primary School	Grade: 1 Leadership Salary L6-13
Job Title: Headteacher	
PURPOSE OF JOB: Duties <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.	School culture <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 the school community and a safe, orderly and inclusive environment • ensure a culture of high staff professionalism
2.	Teaching <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

	<ul style="list-style-type: none"> • 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 <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	Behaviour <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 • 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 <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	Professional development <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

	<ul style="list-style-type: none"> ensure that professional development opportunities draw on expert provision, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning
7	Organisational management <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	Continuous school improvement <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	Working in partnership <ul style="list-style-type: none"> forge constructive relationships working in partnership with parents, carers and the local community commit 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 <ul style="list-style-type: none"> understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility and establish and sustain professional working relationships 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 – Head Teacher – Legsby Primary School

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 paperwork, 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.

PERSON SPECIFICATION

Essential Criteria	Desirable Criteria
Personal Attributes / Qualifications	
Qualified Teacher Status	National Professional Qualification for Headship National Professional Qualifications for Leading Literacy
Dedicated, child-centred and caring	
Fully supportive references	
A commitment to respond to the voice of the Child	
Be an excellent communicator, be approachable and accessible and have strong interpersonal skills	
Lead by example with integrity, creativity, confidence and adaptability; drawing on their own experience of skills of staff and governors.	
Being forward thinking and outward looking in order to drive School improvement	Experience of creating links with other schools and teaching hubs
A commitment to uphold and promote the Legsby school ethos and values of consideration, positivity and tolerance in our rural setting	
School Culture	
Evidence of creating a culture which allows every child to grow, develop and reach their full potential.	Experience of developing links within the local community including the local secondary school and the local church
A commitment to proactively foster parental engagement.	Evidence of creating experiences for all children beyond the statutory curriculum requirements
A commitment to promote diversity, equality, inclusivity and individuality as an essential part of the school ethos and values.	
Have the ability to provide constructive feedback to staff and children that promotes next step development whilst recognising achievement.	
Values mutual support and respect, fostering	

strong working relationships, building an effective team and is able to hold people to account gently	
Safeguarding	
Understanding of and commitment to the DSL role and the ability to promote the welfare of all children	Experience of working as DSL or DDSL
Experience of working with external agencies to safeguard children.	Current Safer Recruitment Training.
Understand and demonstrate the building of a strong safeguarding culture within school	Knowledge of safeguarding the school premises
Curriculum and Assessment	
Have an excellent understanding and experience of the primary curriculum across all key stages including EYFS	Experience of developing the wider curriculum in order to nurture 'the whole child'
A proven track record of successful Senior Leadership experience within a primary School	Experience of leading the development of the English curriculum across all key stages including EYFS
Is committed to aspirational educational standards for all pupils and staff.	
Evidence of being a highly effective teacher who can share good practice	Experience of teaching and managing mixed age classes.
Additional and Special Educational Needs	
Have a clear understanding of the SEND Code of Practice, proven experience of working as a SENCO and developing a culture which supports children in overcoming barriers to learning.	Experience of being a SENCO or evidence of working towards the NPQSENCO
Experience of monitoring and evaluating the pupil premium strategy and its impacts on outcomes for children.	Experience of fostering positive and successful working relationships with a range of external professional agencies.
Have experience of careful deployment of support staff to ensure the best possible outcomes for children with additional needs.	
School Improvement	
Have the ability to articulate a clear vision on how to take the school forward, building upon existing strengths and taking all members of the school community with them.	Experience of leading School Improvement projects
Seek external evaluations to challenge and support the work of the school and to be able to build upon those evaluations to improve outcomes (including Locality Lead visits and cluster moderations etc.)	Experience of an Ofsted inspection at leadership level.
Welcome support and challenge from the Governing body and actively support the	

Governors to deliver their functions effectively.	
Behaviour	
Experience of managing a behaviour system which allows all children to flourish.	Understands how to create a culture of positive behaviour that nurtures pupils
Experience of fostering positive relationships with all members of the School Community in order to support children's behaviour.	Has a clear understanding of Lincolnshire's Behaviour Ladder
Finance Experience	
Evidence of an understanding of the impact of budgets, resources and financial planning on school improvement and sustainability Evidence of an understanding of school Finance	Understanding of careful financial planning and budget setting
An understanding of how budgets relate to the curriculum, staffing and sustainability of the school.	Understanding of setting and reviewing Pupil Premium Grant spending to secure strong pupil outcomes
Organisational Management	
Able to manage own workload and that of others with due consideration to priorities, and health and well-being of all staff	
An approach to leadership which fosters a cohesive and positive working environment for a wide and varied staff team.	
Professional Development	
Evidence of encouraging the personal and professional development of all staff.	Sound knowledge and understanding of wider educational agenda, including national policies and educational issues, as well as statutory and legal frameworks governing the operation of an LA school. Be abreast of the latest education development and research
Evidence of proactively pursuing continued professional development and being a lifelong learner.	Have experience of supporting trainee staff and encouraging their professional development.
	Evidence of identifying and developing emerging talent and leadership ability

Legsby Primary School - Recruitment Privacy Notice

About Us

Legsby 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.

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.

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 on the school website www.legsbyschool.co.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 UK or EU by the school.

Your Rights

You have a number of rights which relate to your personal data.

You are entitled to request access to any personal data we hold about you and you can also request a copy.

You can also request that we correct any personal data we hold about you that you believe is inaccurate;

You can request that we erase your personal data and request that we stop processing all or some of the personal data we hold.

We are obliged to consider and respond to any such request within one calendar month.

To exercise any of your rights please contact the schools Data Protection Officer, contact details below.

Further Information

If you wish to make a request or make a complaint about how we have handled your personal data please contact:

- Data Protection Officer at Legsby Primary School –
Andrew Howson – 01673 843268 andrew.howson@legsby.lincs.sch.uk

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