



Great Steeping Primary School
Helping Learners Grow

Great Steeping Primary School

Great Steeping

Lincolnshire



Headteacher

Recruitment Pack

School Group Size: 1

Indicative Pay Range: L6-L12

Start Date: 1st September 2025



Great Steeping Primary School
Helping Learners Grow

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Great Steeping Primary School
Helping Learners Grow

Welcome letter from the Chair of Governors

Dear Applicant,

I am delighted to invite you to apply for the position of Headteacher at Great Steeping Primary School, a small but vibrant Group 1 rural school located in the heart of Lincolnshire. As the Chair of Governors, I am proud to represent a school that is deeply rooted in its community and committed to providing an outstanding education for all our pupils.

Great Steeping Primary School is known for its warm, welcoming atmosphere and its dedication to fostering a nurturing and inclusive environment.

Our school community is characterised by strong relationships between staff, pupils, parents, and governors, all working together to ensure that every child reaches their full potential.

We are seeking an inspirational and dynamic leader who shares our vision and values. The successful candidate will have a proven track record of effective leadership, a passion for teaching and learning, and the ability to inspire and motivate both staff and pupils. You will be committed to securing high standards of education and care for all of our children while also bringing fresh ideas and approaches to further enhance our provision.

As Headteacher, you will have the opportunity to lead a dedicated and talented team of staff, and to work closely with the Governing Body to shape the future direction of the school. You will play a key role in driving forward our strategic priorities, including raising attainment, promoting well-being, and strengthening our links with the local community.

We are excited about the future of Great Steeping Primary School and look forward to welcoming a new Headteacher who will build on our successes and lead us into the next chapter of our journey.

If you are a passionate and visionary leader with the skills and experience to make a real difference, we would love to hear from you.

Thank you for your interest in this important role. We look forward to receiving your application.

Yours sincerely,

Allison Sunley

Chair of Governors
Great Steeping Primary School



Great Steeping Primary School
Helping Learners Grow



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

March 2025

MS/HO-S/CS

Dear Applicant,

Working in Lincolnshire

Thank you for your interest in the post of headteacher at Great Steeping 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.



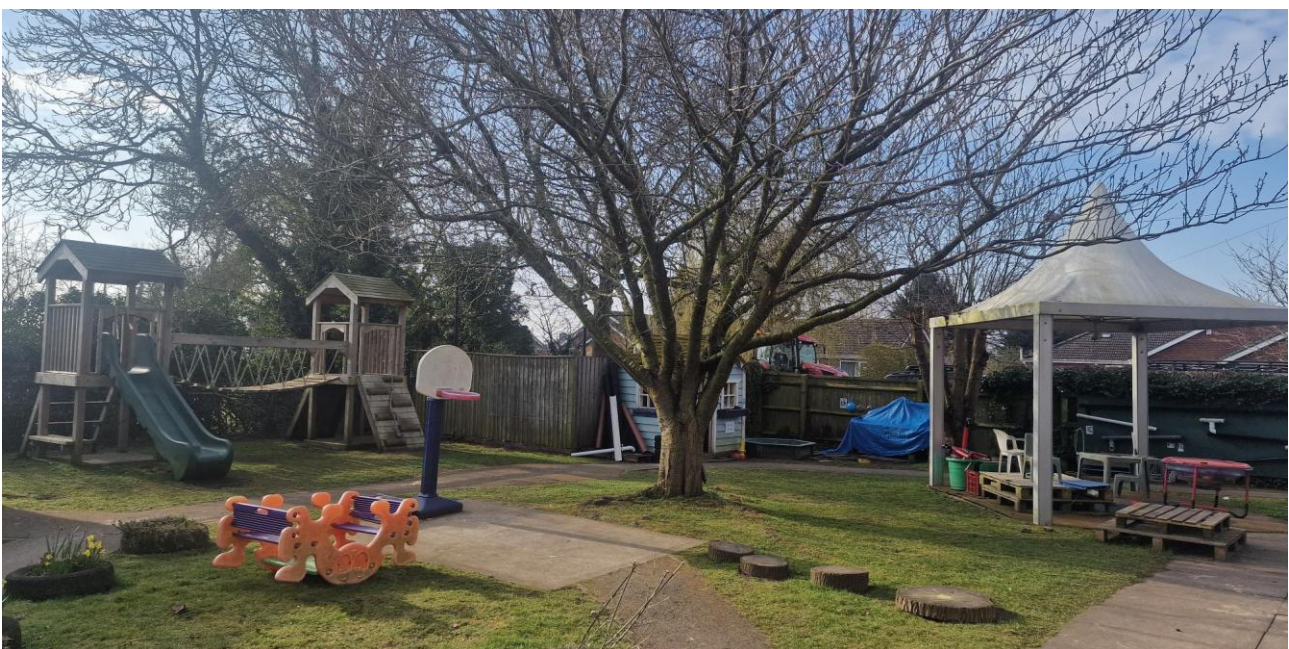
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Lincolnshire is proud of its sector-led system, Lincolnshire Local Authority focuses on meeting the needs of all children and young people at the right time, in the right place in the right way. We operate a sector led model of school improvement, 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





Great Steeping Primary School
Helping Learners Grow

Our Vision and Values

We are proud of our small, rural, friendly village school where we are committed to 'Helping Learners Grow'.

Our school aim is to equip each child with the skills and interests needed to develop to their fullest potential through the provision of a broad and balanced curriculum and extra curricular activities. Our focus is to establish a solid foundation of knowledge and understanding upon which all future learning for life can be built.

We want every child to be a happy and secure member of a school that remains small enough to enjoy a family atmosphere. Through sharing, co-operation and the consideration of others each child will, as they grow, develop a responsibility to themselves, to others and to the school. This is reflected in our School Values:-

G ~ Gratitude	We have good manners and treat each other and our school with respect
R ~ Resilience	We work hard and always try our best
E ~ Empathy	We are kind to each other
A ~ Attitude	We stop and listen when adults speak and follow instructions
T ~ Teamwork	We work together to make sure that everyone feels included

The ethos and atmosphere at Great Steeping Primary School underpins our aims and values by

- providing a calm and effective working environment, in which each child can produce his or her best work;
- providing a welcoming environment, in which courtesy, kindness and respect are fostered;
- providing positive role models;
- providing a fair and disciplined environment, in line with the school's behaviour policy;
- developing links with all stakeholders and the wider community;
- acknowledging that *everyone is a learner*
- encouraging all children to be enthusiastic and committed learners, promoting their self-esteem, self-worth and emotional well-being; and
- valuing and celebrating all pupils' success and achievements.





Great Steeping Primary School
Helping Learners Grow

About our school



Great Steeping Primary School is a small rural school providing education since 1859. We are based in the village of Great Steeping which is situated 3 miles southeast of Spilsby and 11 miles east of Skegness.

Our admission numbers are PAN 16 and we attract pupils from the village, surrounding areas, including Spilsby, Burgh Le March and Skegness.

The school has wrap around childcare that is provided by Great Kids Club, a private company that operates a breakfast, after school and holiday club. This holiday club provision is not only available to children from Great Steeping Primary School but also to those attending elsewhere.

We currently have 4 classes plus Great Explorers Nursery provision for 3 year olds. Classes are grouped as Reception & Great Explorers, Yr1/2, Yr 3/4 and Yr5/6.

Our aim for our children is 'Ready for Life, Helping Learners Grow'. We put the children's personal development at the forefront and use an enquiry-based curriculum of experiences to engage and enrich their education whilst building knowledge cumulatively throughout their journey.

We teach a broad, balanced and ambitious curriculum, which will provide the children with the knowledge and skills that they need to become well-rounded and well-informed and curious individuals ready for the next stage of their life.



The full range of core and foundation subjects have been carefully mapped out and sequenced in clear progression documents in a way that enables children to acquire the knowledge and skills that they need and then gives them opportunities to practice and apply them over time, in order to master them.

As part of our carefully mapped out curriculum, we also ensure we provide all children with opportunities for experimental learning through residential visits, day visits, extra-curricular sports, arts and music



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Our children love to be outdoors and we have recently been developing our outside spaces. This now includes an outdoor classroom area with benches and seating, raised vegetable and flower beds and sheds to support learning of science and art along with a garden shed.

The playground area has been enhanced with a covered outdoor reading area which has been called the 'Reading Nook'. There is lots of bench seating and a reading shed full of exciting and varied texts.

We are also fortunate to have a fantastic PFA who support many school events and organise fundraisers in the school. The children have benefited from their support with tickets to see the Panto each Christmas, ice cream treats on school trips and additional educational equipment for the classrooms.

We are also extremely lucky to have the support of Great Steeping School Trustees and The Spilsby Grammar School Trust. Each year we are invited to submit a 'Wish List' of items to support the children's development and education. In the past this has included items such as iPads and laptops, transport for school trips, new books for the school library and playground resources.



Our wish list

What our children want in a Headteacher is someone who:



- is kind and friendly and greets you each morning.
- makes us laugh and will laugh with us.
- will keep organising exciting activities and opportunities.
- can be strict when needed but is fair, approachable and understanding.
- will keep us safe.
- visits our classrooms to see what we are doing and joins in activities with us.

What our staff want in a Headteacher is someone who:



- will lead and inspire with an ability to balance hard work with a light hearted approach, whilst contributing to a fun and engaging team culture.
- can communicate effectively with a wide range of people including children, staff, parents and Governors.
- has the ability to share a dynamic vision for the implementation of programmes and projects.
- remains positive, calm and enthusiastic when working under pressure.
- will critically evaluate performance and make any necessary changes to be more effective.
- values all staff and appreciates their hard work, who is supportive and empathetic towards them.
- is confident in decision making and able to assertively communicate their ideas and perspectives, even in challenging situations.



Job Description

JOB DESCRIPTION & 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 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.</p>	
MAIN DUTIES:	
1.	<p>School culture</p> <ul style="list-style-type: none"> • establish and sustain the federations 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



	<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 from beyond the federation, as well as within it, 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 careprioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public fundsensure staff are deployed and managed well with due attention paid to workloadestablish and oversee systems, processes and policies that enable the schools to operate effectively and efficientlyensure 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 improvementdevelop 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 schoolensure 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 within and beyond the federation, working in partnership with parents, carers and the local communitycommit their federation to work successfully with other schools and organisations in a climate of mutual challenge and supportestablish 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 responsibilityestablish and sustain professional working relationship with those responsible for governanceensure that staff know and understand their professional responsibilities and are held to accountensure 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	
National Professional Qualification for Headship (NPQH)		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	
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	
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	
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	
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	
Evidence of actively maintaining a safe and well ordered school environment	X	
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 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 federation.	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	
<p>General - The postholder is expected to work to carry out the duties in accordance with the school's policies and procedures.</p> <p>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.</p> <p>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.</p>		



How to apply

If you are considering applying to be our next Headteacher and would like an informal conversation about this role or would like to arrange a visit we would welcome this.

Visits have been prescheduled (please see key dates section) and are available to book via Mrs Edwards, School Bursar; paula.edwards@greatsteeping.lincs.sch.uk or 01754 830251. If you are unable to attend any of these but still wish to visit the school, please telephone Mrs Edwards to discuss further.

To apply for this post please fully complete the application form accompanied by a covering letter no longer than two A4 pages, clearly setting out why you consider that you are the most suitable candidate.

Applications must be returned to Mrs D Willoughby, Clerk to Governors via email on clerk@greatsteeping.lincs.sch.uk by Friday 1st May at 12pm.

We look forward to receiving your application.

Key Dates

Event	Date and time
Open days	Friday, 25th April – time TBC Monday, 28th April – time TBC
Closing date	Thursday, 1 st May
Shortlisting date	Tuesday, 6 th May
Interview date	Monday, 19th May



Great Steeping Primary School
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Great Steeping Primary School Recruitment Privacy Notice

About Us

Great Steeping 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: 1 year from date of interview for the post.

How do we keep your data safe?

We have a general data protection policy which sets out how we aim to keep your personal data secure. The policy can be found on Great Steeping Primary School web site via the following link :-

[General data protection policy](#)

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.



Great Steeping Primary School
Helping Learners Grow

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 Alison Brookes : alison.brookes@greatsteeping.linc.sch.uk

Alternatively, you can contact the school by writing to:

Great Steeping Primary School, School Lane, Great Steeping, Lincolnshire, PE23 5PT.

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