HEADTEACHER RECRUITMENT APPLICATION PACK













School details

School address:	Sturton-by-Stow Primary School School Lane Sturton-by-Stow LN1 2BY
School telephone:	01427 788210
Pupils on roll:	179
Salary range:	L11-L17 (Group 2)
Start date:	September 2025 (alternative date may be considered for right candidate)
Contact e-mail for correspondence:	Tom.Everington@sturton-by-stow.lincs.sch.uk



Recruitment process

Closing date for applications: noon on Monday 23th June 2025

Shortlisting and screening: Wednesday 25th June 2025

Interviews and assessments: Thursday 3rd July 2025

School visits: School visits are warmly welcomed in advance of the interview. To arrange a visit, please email: <u>Tom.Everington@sturton-by-stow.lincs.sch.uk</u>. We have availability for school visits on the following dates and times:

- Friday 23rd May (AM)

- Friday 6th June (PM)

- Friday 13th June (PM)

How to apply: If you feel excited about the prospect of leading our school, then we would be delighted to hear from you. A recruitment pack and application form can be found on our website: <u>https://www.sturtonbystow.org.uk/vacancies/</u>. Completed applications should be returned by email to: Chair of Governors Tom Everington Tom.Everington@sturton-by-stow.lincs.sch.uk

All applications must be received by <u>noon on Monday 23rd June</u>: 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.



JOB DESCRIPTION				
Director Area: Schools	Grade: L11-17			
Service Area: Primary School	Job Title: Headteacher			

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 schools.

Main purpose:

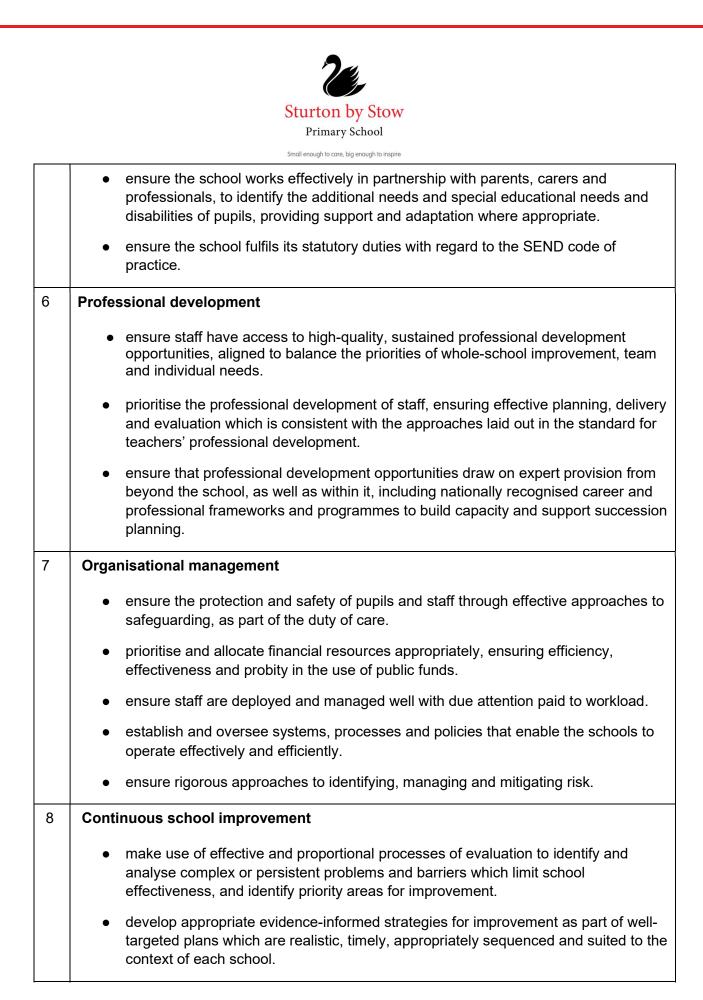
The Headteacher will provide professional leadership, vision and strategic direction for the school in order to maintain and develop the school's culture which enables pupils and teachers to achieve effective learning. The Headteacher will ensure that the school's aims and objectives are implemented 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 both school communities and a safe, orderly and inclusive environment.
	 ensure a culture of high staff professionalism.



Teaching
 establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn.
 ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains.
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.
ensure effective use is made of formative assessment.
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.
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 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 school, 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.
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	 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.



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Letter from the Chair of Governors

Dear Applicant,

Thank you for considering an application to become Headteacher of Sturton-by-Stow Primary School. The Governing Body is looking to appoint an open and inspiring leader with the vision and enthusiasm to take our school forward and build upon the excellent foundations set by our departing headteacher.

We are a rural village school, at the heart of the community and the work of our staff and support of our families helps to continue that community feel into the school environment to help develop the "whole child" whilst they spend their time with us.

Our staff are extremely dedicated and enthusiastic, and we believe that they should be encouraged to develop under the guidance of the headteacher and SLT to reach their own personal career targets, at whatever level that may be.

As Headteacher you will have the opportunity to help shape the futures of both the children and the staff whilst working with a committed governing body with a varied range of skills that are used to support and challenge where necessary.

We truly believe we are an exciting, vibrant and caring school and will be the perfect environment for the right candidate to progress their own career.

We hope that this pack gives a small insight into the feel of our school and the type of person that we are hoping to find to be part of our exciting future. If you would like to come and see the school for yourself please contact myself to arrange a school tour on one of the available dates.

Thank you once again for considering an application.

We look forward to hearing from you.

Regards, Tom Everington

Chair of Governors



19th May 2025

MS/HO-S/CS

Dear Applicant,

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

Working in Lincolnshire

Thank you for your interest in the post of headteacher at Sturton-by-Stow 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.

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,

M. Snith

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



About the school

At Sturton-by-Stow Primary School we value each individual child, and work together to enable all children to thrive and to achieve their very best. We pride ourselves on our positive and friendly ethos, and strive to ensure that every child is cared for, feels safe and has a true sense of belonging.

We are a rural, village school situated in the heart of the local community approximately 12 miles from Lincoln with the majority of our children coming from the village or one of the neighbouring villages.

The school has both before and after school provision, on site, in the form of Swans Nest and is well used by a large number of our families.

The school is incredibly well supported by FOSSA, our PTA, who hold events throughout the year to raise funds for various items on the school's wish list with a range of recent donations including an outdoor trim trail for all students, partial funding for each class to have a school trip, a touring pantomime company to visit and perform to the whole school and a library refurbishment, to name just a few.

We are currently a single form entry, Group 2 school, with 179 children currently on roll split over seven classes and a PAN of 30 and believe that we are "small enough to care, big enough to inspire".

To find out more about life at our school, follow us on Twitter @SbSPrimary or visit our Facebook Page.







Our Vision

Aim 1

We are small enough to:

- care and to listen,
- to know each child as an individual and to value their individuality.

We intend to retain one class for each year group and maintain class sizes of 30 or under

Aim 2

We are small enough to understand each child and know each other. We will continue to refine

- effective and purposeful assessment which identifies targeted intervention for individual and groups of children, and
- strong leadership achieving consistently high-quality teaching and learning across the school resulting in the best possible attainment and progress across the school

Aim 3

We are big enough to inspire and be ambitious.

We will continue to develop a curriculum that

- inspires pupils to learn on a daily basis
- supports high quality teaching and learning
- ensures strong pupil progress across all areas

All pupils will leave the school with a thirst for knowledge and with the ambition to reach their highest potential at secondary school and beyond

Aim 4

We are big enough to provide opportunities and to help our children become citizens of the future. Pupils will leave the school demonstrating and valuing positive behaviour. Through opportunities provided by the school they will care about and understand the importance of respecting others and celebrating individuality

Aim 5

We are big enough to:

- develop community spirit
- pioneer new ideas
- strive for excellence

Pupils will have learned to work with staff and peers to achieve success in school and community projects.

This includes using local community resources to develop the use of the uniquely large school premises to support high quality teaching and learning and the pursuit of excellence



Our Values

- Always aim high
- Demonstrate caring behaviour
- Value learning
- Show responsibility
- Demonstrate friendship

Strategic Priorities

- Provide a rich and diverse curriculum which can be adapted as required
- Enable pupils to achieve attainment and progress which is better than National levels by providing high quality teaching and learning
- Provide a working environment with CPD and career development opportunities which make the School an attractive place for staff to work
- To engage with parents in a meaningful and purposeful way
- Continue to raise the School's profile in the community
- Maintain pupil numbers to ensure financial stability





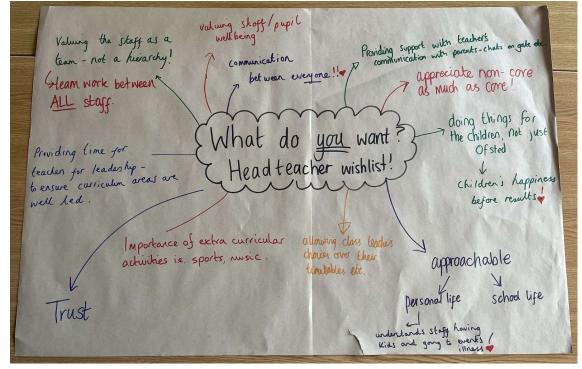


What our children would like





What our staff would like



What our families would like





PERSON SPECIFICATION

Assessed by Application (A) or Interview (I)

Essential Criteria	Desirable Criteria					
Personal Attributes / Qualifications						
Qualified Teacher Status	А	National Professional Qualification for Headship	AI			
Fully supportive references	A	Evidence of wider community involvement	AI			
Be approachable and accessible to all pupils, staff and families.	AI	Passionate about own personal developments as well as encouraging others	AI			
Listen and understand the voice of each child.	AI					
Nurture, support and inspire all staff and children.	AI					
Lead by example in all aspects of school life.	AI					
School Culture		•				
Evidence of creating a culture which allows every child to grow, develop and reach their full potential as citizens of the future	AI	Experience of developing positive relationships with the school community.	AI			
A commitment to hearing the voice of, and working with, families.	AI					
Evidence of creating a culture which allows staff to develop and reach their full potential.	AI					
A commitment to promote diversity, equality and inclusivity as an essential part of the school ethos and values.	AI					



Small enough to a	ure, big en		
Evidence of providing opportunities for all children beyond the statutory curriculum requirements.	AI		
Be open and honest with staff and children to promote development whilst recognising achievement.	AI		
Values mutual support and respect, fostering strong working relationships and building an effective team where all feel welcome and valid.	AI		
Values the importance of greeting children and families each day.	AI		
Safeguarding			
Understanding of the DSL role	AI	Experience of working as DSL or DDSL	AI
Experience of working with external agencies to safeguard children.	AI	Current Safer Recruitment Training.	AI
Ability to demonstrate commitment to building a strong safeguarding culture within a school and promoting the welfare of all children.	AI	Understanding of the importance the role of health and safety and premises management has in safeguarding.	AI
		Experience in ensuring all staff are appropriately safeguarding trained	AI
Curriculum and Assessment			
Have an excellent understanding and experience of the primary curriculum across all key stages including EYFS	AI	Experience of developing the wider curriculum in order to nurture 'the whole child'	AI
A proven track record of successful Senior Leadership experience within a primary School	AI	Experience of developing the wider curriculum in order to promote cultural capital	AI
Enthusiastic about working as part of a team to develop an inspirational and ambitious curriculum.	AI		



Small enough to care, big enough to inspire	big enough to inspire	big	care,	enough to	Small
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Additional and Special Educational Needs						
Have a clear understanding of the SEND Code of Practice and proven experience of developing a culture which meets all pupils' needs.	AI	Experience of fostering positive and successful working relationships with a range of external professional agencies.	AI			
Experience of monitoring and evaluating the Pupil Premium strategy and its impacts on outcomes for children.	AI					
Have experience of careful deployment of support staff to ensure the best possible outcomes for children with additional needs.	AI					
School Improvement						
A clear vision and understanding on how to take the School forward, building upon existing strengths and taking all members of the School community with them.	AI	Experience of successful Ofsted inspections at leadership level.	AI			
A commitment to embrace the Schools ethos and culture and continue to embrace the School values.	AI	Experience of leading School Improvement projects including fostering links with teaching hubs etc.	AI			
Utilise and expand on existing relationships to support and challenge the work of the school.	AI					
Welcome support and challenge from the Governing body and actively support the Governors to deliver their functions effectively.	AI					
Behaviour						
Experience of managing a behaviour system which allows all children to flourish within an inclusive environment	AI	Understands how to sustain a culture of positive behaviour.	AI			
Experience of fostering positive relationships with all members of the School Community in order to support children's behaviour.	AI	Has a clear understanding of external agencies to support behaviour management.	AI			



Finance Experience						
Evidence of an understanding of the impact of budgets, resources and financial planning on school improvement and sustainability	AI	Experience in working closely with School Business Manager to monitor and work within the budget	AI			
Experience of careful financial planning and budget setting.	AI					
Experience of setting and reviewing Pupil Premium Grant spending.	AI					
Organisational Management						
Able to manage own workload and that of others to allow an appropriate work life balance with the support of the SLT and governors.	AI	Understanding the role of Health and Safety in the workplace	AI			
Be able to delegate appropriately and hold people to account gently	AI	Be open to the use of digital technology to promote pupil learning and organizational efficiency.	AI			
An approach to leadership which fosters a cohesive and positive working environment for the whole staff team	AI	Knowledge of financial planning to help achieve the desired curriculum	AI			
Professional Development						
Evidence of encouraging the personal and professional development of all staff.	AI	Abreast of the latest education development and research.	AI			
Evidence of identifying and developing emerging talent and leadership ability	AI	Have experience of supporting trainee staff and encouraging their professional development.	AI			



Privacy notice for job applicants

Under data protection law, individuals have a right to be informed about how the school uses any personal data we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals applying for jobs at our school.

We, Sturton-by-Stow Primary School, School Lane, Sturton-by-Stow, Lincoln, LN1 2BY, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Mr Stewart Brinn (see 'Contact us' below).

Successful candidates should refer to our privacy notice for the school workforce for information about how their personal data is collected, stored and used. This is viewable via our website <u>www.sturtonbystow.org</u>.

The personal data we hold

We process data relating to those applying to work at our school. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details.
- Copies of right to work documentation.
- References.
- Evidence of qualifications.
- Employment records, including work history, job titles, training records and professional memberships.

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions.
- Disability and access requirements.



Why we use this data

The purpose of processing this data is to aid the recruitment process by:

- Enabling us to establish relevant experience and qualifications.
- Facilitating safe recruitment, as part of our safeguarding obligations towards pupils.
- Enabling equalities monitoring.
- Ensuring that appropriate access arrangements can be provided for candidates that require them.

Our lawful basis for using this data

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Comply with a legal obligation.
- Carry out a task in the public interest.

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way.
- We need to protect your vital interests (or someone else's interests).

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

Collecting this information

While the majority of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.



How we store this data

Personal data we collect as part of the job application process is stored in line with our data protection policy.

When it is no longer required, we will delete your information in accordance with the <u>Information and</u> <u>Records Management Society's toolkit for schools</u> (see page 42).

Data sharing

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law), we may share personal information about you with:

- Our local authority to meet our legal obligations to share certain information with it, such as shortlists of candidates for a headteacher position.
- Suppliers and service providers to enable them to provide the service we have contracted them for, such as HR and recruitment support.
- Employment and recruitment agencies to enable them to provide the service we have contracted them for, such as feedback for candidates on interview.

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.



Your rights

How to access the personal information we hold about you

Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Explain where we got it from, if not from you.
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this.
- Give you a copy of the information in an intelligible form.

You may also have a right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our data protection officer.

Your other rights regarding your data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress.
- Prevent your data being used to send direct marketing.
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than a person).
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing.
- Claim compensation for damages caused by a breach of the data protection regulations.

To exercise any of these rights, please contact our data protection officer.



Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <u>https://ico.org.uk/concerns/</u>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:

• Stewart Brinn, School Business Manager, Sturton-by-Stow Primary School, School Lane, Sturton-by-Stow, Lincoln, LN1 2BY, 01427 788210, <u>enquiries@sturton-by-stow.lincs.sch.uk</u>



Disability Confident Scheme

LCC is a member of the Disability Confident Scheme, which extends to Community and Voluntary Controlled schools. Under the scheme, all disabled applicants who meet the minimum requirements of the job as set out in the job description and person specification will be guaranteed an interview.