



Welcome,

Thank you for showing interest in our Co-Headteacher vacancy at The Lancaster School, part of The Forest Skies Federation. This school is a diverse, caring and friendly infant school in the heart of the Birchwood estate, to the south of the beautiful cathedral city of Lincoln.

We are looking for a dedicated co-headteacher (working 1 day a week, fixed term for a year) who will work closely with our substantive co-headteacher (working 4 days a week) to continue to embed a culture of high expectation, coupled with a love of learning. The successful candidate will demonstrate they can work closely with others, inspiring and uniting the staff to provide the best opportunities for the children in our care.

We hope this pack, together with the website, will provide you with useful information and an insight into The Lancaster School. Visits to the school are warmly encouraged and a tour of the school can be booked by ringing the school office on 01522 685078.

Tim Culpin

Chair of Governors, Forest Skies Federation



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

16.06.2026

MS/HO-S/CS

Dear Applicant,

### **Working in Lincolnshire**

Thank you for your interest in the post of headteacher at **The Lancaster 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.



## Co-Headteacher Recruitment Pack

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

## School Information: The Lancaster School, Part of the Forest Skies Federation

**Co-Headteacher:** Miss N Haughton

**Address:** 82 Jasmin Road, Lincoln, LN6 0QQ

**Telephone:** 01522 685078

**Email:** [Lancaster@forestskeys.co.uk](mailto:Lancaster@forestskeys.co.uk)

**Website:** [www.Lancaster.lincs.sch.uk](http://www.Lancaster.lincs.sch.uk)

**Application Process:** Please complete the application form, in line with the person specification, providing no more than 2 sides of A4 as to how these specifications are met. Completed applications should be sent to, Chair of Governors, Mr Tim Culpin [tim.culpin@forestskeys.co.uk](mailto:tim.culpin@forestskeys.co.uk)

For a tour of the school, please contact the school office at 01522 685078. Available dates and times are:

Tuesday 22<sup>nd</sup> June - 1:30-3pm

Wednesday 24<sup>th</sup> June - 3:30-4:30pm

Wednesday 1<sup>st</sup> July - 10-11:30am

**Closing Date for Applications:** 03.07.2026

**Shortlisting:** 08.07.2026

**Interviews:** 16.07.2026



### Forest Skies Federation

The Lancaster School is one of three schools within the Forest Skies Federation, federated under one governing body.

The three schools, The Lancaster School, Woodlands Infant and Nursery School, and Birchwood Junior School, work extremely closely together to offer an excellent education for around 500 pupils. In addition to this, they collaborate on aspects of school life including, professional development for staff, shared approaches to the delivery of their curriculums, as well as pupil experience days and events. This continuity for our pupils and their families secures our federation as an integral part of the local community.

### The Lancaster School

At The Lancaster School we believe that children between the ages of 3 and 7 need a highly creative and engaging curriculum, which develops a love of learning and self-confidence. We continually strive to offer our children a high standard of education and a safe, happy environment in which to work and play. We aim to nurture and care for each individual to enable them to grow, flourish and be the best that they can.

Our learning environment is welcoming and stimulating and supports the emphasis we place on encouraging children to become independent learners who can ask questions and develop the skills to solve problems for themselves. Children are given many opportunities to be creative and develop their creative thinking. We aim to provide a broad and balanced curriculum which supports the development of a wide range of skills and knowledge, with reading, writing and mathematics at the heart of everything we do. We also place great importance on developing personal, social and emotional well-being with children being encouraged to be kind and caring towards one another.

The relationship between school and home is very important to us and we enjoy working with parents and carers for the benefit of all children. We aim to do all we can to ensure our children feel safe, happy and valued.

### Our Vision and Values

Our vision is to 'Nurture Aspirations'. This means ensuring we support a child's whole wellbeing to enable them to learn and provide rich opportunities and experiences so they will 'Take off and fly!'

### Our Aims

We aim to achieve this vision by working together as a team, staff, parents and carers, governors and the local community, to:

- Create a safe and nurturing environment where pupils' emotional well-being is supported and sense of self-worth is developed;

- Promote a high standard of behaviour and an atmosphere where all members of the school are valued as individuals;
- Provide a broad and balanced curriculum that is fun, hands on, creative and personalised to our children that will stimulate a natural curiosity about the world around us;
- Provide high quality teaching and learning which inspires, motivates and engages all children, developing a love of learning;
- Promote and celebrate effort and engagement developing self-motivated learners in order to produce confident pupils unafraid to take risks in the pursuit of ambitious goals; and
- Focus on developing the moral values of being caring, showing integrity and promoting the value of mutual respect for others' beliefs, opinions, actions and authority, in order to develop 'well rounded', caring and responsible citizens.

### Our School Values

Our values direct our thinking and are at the heart of our policies and practice. We have 6 core values that run across our Federation.

#### RESPECT

- We are polite and well-mannered
- We treat everyone fairly
- We value diversity and recognise that everyone is different
- We are open minded and include everyone
- We listen to each other, work together, take turns and share

#### COLLABORATION

- We work together to be better problem solvers
- We communicate more clearly when working as a team
- We become better listeners
- We are tolerant of others' ideas and opinions
- We build a sense of ownership

#### NURTURE

- We make people feel safe and cared for
- We are kind and considerate to each other
- We help and comfort those who need it

- We think of others' feelings and do not say or do things that hurt others
- We care for ourselves, each other, the environment and things around us

#### CREATIVITY

- We encourage creativity and new ideas for doing things
- We ask questions
- We are not afraid to make mistakes
- We wonder why things happen

#### RESILIENCE

- We have an open growth mind-set
- We build skills to help us in life
- We become more confident as we build resilience
- We embrace challenge

#### ASPIRATION

- We aim high
- We look positively for solutions
- We are hopeful for the future
- We seek to achieve



### **Our Ethos – ‘Take off and fly!’**

We believe our school will nurture the aspirations of all of our pupils, leading them to achieve their full and unique potential – unlocking talents and promoting curiosity. We are committed to developing a welcoming, safe and stimulating environment that will enable our pupils to become responsible members of society with a passion for life-long learning. We offer a highly engaging curriculum as well as the opportunities to create memorable experiences through learning which goes beyond the classroom. We celebrate the different experiences, interests and strengths which will influence the way they learn and develop their independence.



### Job description & person specification

<b>Salary:</b>	L10-L16
<b>Contract type:</b>	1 day per week – fixed term (1 year)
<b>Reporting to:</b>	Chair of Governors
<b>Responsible for:</b>	The Lancaster School

### 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, and maintain and develop the school's ethos, to enable 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

#### School culture

- establish and sustain the school's and federation'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
- ensure effective use is made of formative assessment



### 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

### 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 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

### 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 federation, as well as within it, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning

### 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

### 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

### Working in partnership

- forge constructive relationships within and beyond the federation, working in partnership with parents, carers and the local community
- commit their federation 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

### 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

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
<b>PERSONAL ATTRIBUTES / QUALIFICATIONS</b>		
Qualified Teacher Status (QTS)	X	
Enhanced DBS clearance	X	
A proven track record of successful senior leadership experience within a primary school	X	
Be an excellent communicator and possess efficient and creative communication systems for effective handover	X	
Have strong interpersonal skills and be approachable and accessible	X	
Have fully supportive references	X	
NPQH		X
<b>SCHOOL &amp; FEDERATION CULTURE</b>		
Experience of working in schools with high PP/deprivation	X	
Evidence of actively maintaining a safe and well-ordered school environment	X	
A commitment to proactively foster parental engagement	X	
A commitment to promote diversity, equality and inclusivity	X	
A commitment to embrace the school's distinctive ethos and continue to embed its values	X	
Evidence of creating a culture which enables the personal, social and emotional development of each child, in order to optimise learning potential	X	
Experience of working successfully with other school leaders in networks, federations, trusts, teaching schools work or within a leadership team	X	
Demonstrates the ability to be inspiring and motivating, meeting the needs of the community	X	
Able to maintain and develop opportunities for partnerships with parents and carers, other schools and community groups	X	

A proven track record of building positive relationships with all members of the school community	X	
<b>SAFEGUARDING</b>		
Ability to demonstrate commitment to safeguarding and promoting the welfare of children	X	
Experience of working with external agencies to safeguard children	X	
Experience of being DSL or DDSL	X	
Current safeguarding training	X	
A commitment to creatively seeking the voice of EYFS/KS1 pupils and responding appropriately	X	
Current safer recruitment training		X
<b>CURRICULUM &amp; ASSESSMENT</b>		
Have an excellent understanding of the primary curriculum across EYFS, KS1 and/or KS2	X	
Experience across the whole primary provision including EYFS/KS1	X	
Abreast of the latest educational developments and research	X	
Ability to continue and further develop the wider curriculum, in order to nurture the “whole child”	X	
Committed to aspirational educational standards for all pupils and staff	X	
<b>ADDITIONAL &amp; SPECIAL EDUCATIONAL NEEDS</b>		
Clear understanding of the SEN Code of Practice and proven experience of supporting children in overcoming barriers to learning	X	
Experience of monitoring and evaluating the Pupil Premium strategy and its impacts on outcomes for children	X	
Experience of fostering positive and successful working relationships with a range of external professional agencies	X	
Experience of the ‘Graduated Approach’ and EHCP process	X	
<b>SCHOOL IMPROVEMENT</b>		
Able to build upon our last OFSTED inspection outcomes	X	
Experience of an OFSTED inspection at leadership level		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	
Welcomes support and challenge from the Governing Body and actively supports the governors to deliver their functions effectively	X	
<b>BEHAVIOUR</b>		
Experience of managing a behaviour system which allows all children to flourish	X	



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Understands how to create a culture of positive behaviour	X	
Experience of fostering positive relationships with all members of the school community, in order to support children's behaviour	X	
Has a clear understanding of Lincolnshire's Behaviour Ladder		X
<b>FINANCE</b>		
Evidence of understanding the impact of budgets, resources and financial planning on school sustainability	X	
Understanding of careful financial planning and budget setting	X	
Understanding of setting and reviewing Pupil Premium grant spending to secure strong pupil outcomes	X	
<b>ORGANISATION &amp; MANAGEMENT</b>		
Values mutual support and respect, fostering strong working relationships and building an effective team	X	
Lead by example with integrity, inspiration, resilience and creativity; drawing on their own experience and skills of staff and governors	X	
Evidence of encouraging the personal and professional development of all staff	X	
Able to manage own workload and that of others to allow an appropriate work/life balance with the support of the senior leadership team and governors	X	
Ability to provide constructive feedback to staff and children that promotes next step development whilst recognising achievement	X	
<b>PROFESSIONAL DEVELOPMENT</b>		
Evidence of proactively pursuing continued professional development and being a lifelong learner	X	
Evidence of encouraging the personal and professional development of all staff	X	
Have experience of supporting trainee staff and encouraging their professional development	X	

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

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

**Safeguarding:** All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition, employees working with children and vulnerable adults have



## Co-Headteacher Recruitment Pack

a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

*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.*

*Applicants are required to complete this application without the assistance of artificial intelligence (AI) tools. All responses must be written personally by the candidate to ensure authenticity and accuracy. Any applications found to contain AI-generated content may be removed from the recruitment process*



### THE LANCASTER SCHOOL Recruitment Privacy Notice

#### About Us

The Lancaster 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 for unsuccessful candidates

### **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 by emailing [lancaster@forestsksies.co.uk](mailto:lancaster@forestsksies.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 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 the Data Protection Officer at [lancaster@forestsksies.co.uk](mailto:lancaster@forestsksies.co.uk)

Alternatively, you can contact the school by writing to:

The Lancaster School  
82 Jasmin Road  
Lincoln  
LN6 0QQ

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](http://www.ico.org.uk)