Nettleham Church of England Voluntary Aided Junior School

Headteacher Recruitment Pack

One Big Family

We are one big family and each member of our school is a vital part of it. As an inclusive church school we nurture everyone to feel loved, valued and unique, because God made us that way.

We are ambitious that all of our children love learning for life, make a difference in the world, reach their full potential and become the best version of themselves.

"You are the body of the anointed one and each of you is a unique and vital part of it."

1 Corinthians 12:27 (Passion Translation)

Trust, Humility, Thankfulness, Koinonia, Friendship, and Endurance



Welcome to our School!



This is what our School Council think is great about our school





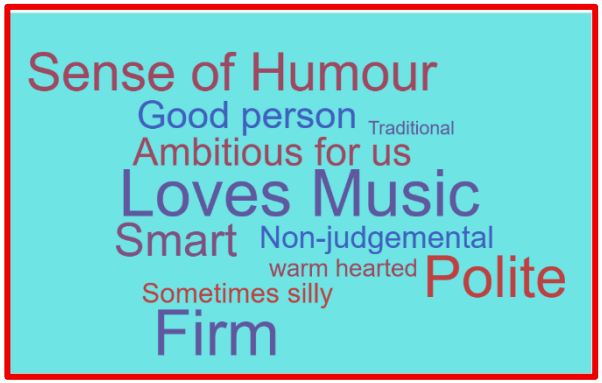
Be the Best You

Become the **best version of yourself** – there is only one you!

This is what our School Council see as important in a headteacher.

















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Our School website contains a lot of information that you will be interested in. Here are a few specific links:

Nettleham Church of England Aided Junior School - Home

Nettleham Church of England Aided Junior School - School Information

Nettleham Church of England Aided Junior School - School Vision and Values

Nettleham Church of England Aided Junior School - SEND Information

Nettleham Church of England Aided Junior School - Inspection reports

Nettleham Church of England Aided Junior School - Most recent published Key Stage 2 results

Nettleham Church of England Aided Junior School - School Development Plan 2026 - 2027

Nettleham Church of England Aided Junior School - Safeguarding Statement

Trust, Humility, Thankfulness, Koinonia, Friendship, and Endurance

Nettleham
Church of England Aided
Junior School
enquiries@nettleham-junior.lincs.sch.uk
www.nettleham-junior.lincs.sch.uk

3rd November 2026

Private & Confidential

Dear Candidate,

Firstly, welcome to Nettleham Church of England (Aided) Junior School, we are very pleased that you have requested and downloaded the application pack and are considering applying to become our new Headteacher and to lead our school.

The vacancy arises following the retirement of our current Headteacher; we are looking to appoint somebody to provide ongoing strong, inspiring leadership in line with our values for the whole school community in a changing educational landscape.

Nettleham Juniors is at the very heart of the local community, has strong links with the village, All Saints Church, the Diocese, and is involved with various local events throughout the year. These wider aspects of school life, along with our extra-curricular activities, contribute to the broad educational opportunities we offer our pupils and to achieving our core vision. The school, through a well-balanced curriculum, has good educational outcomes alongside valuable enrichment that allows our pupils to flourish as individual.

The school is friendly, welcoming and fully inclusive, and has a wealth of experience in supporting pupils of all abilities, including pupils with SEND and EHCPs. Our dedicated staff support and encourage all pupils to make progress, maintain high levels of attendance, exhibit exceptionally good behaviour and to demonstrate our school values, and thus achieve their very best.

Nettleham Juniors has an excellent reputation amongst our parent body and has a large catchment area outside Nettleham Parish boundary. We work collaboratively with our local schools, and are exploring the possibility of forming a MAT with our local Church of England secondary school, William Farr. Our school has a very loyal, professional and experienced staff who have pupil welfare at the centre of their planning and activities. Due to diligent management by the Headteacher, School Business Manager and Governors, we are fortunate to have a healthy budget for both this and next academic year. Our school is well equipped and maintained to a high standard, has a computer suite that is independently utilised by our pupils from 8:30am, alongside extensive grounds (including an outside classroom and polytunnel) and a very well stocked library.

We pride ourselves on the belief that we thoroughly prepare pupils for all aspects of life and are passionate that our School and our pupils do not solely concentrate on academic outcomes. Although important, there is more to school life such as making lifelong memories and friendships and having unique experiences.

In terms of how outside organisations view our school, the latest Ofsted report states: -

Nettleham Church of England Aided Junior School is unequivocal in its stance as a church school. It is inclusive and welcoming. The vision is underpinned by biblically based values including British values. Staff work hard to ensure that the 'visual identity' of the school reflects the Christian distinctiveness it represents. …. All are encouraged to view them and measure themselves against the actions of Jesus – what would, or did Jesus do in any given situation. Pupils use this yardstick to reflect on their choices. For example, one said 'It makes me want to change my behaviour from bad to good.' Examples of the values are recognised and praised. Special awards are given by governors to pupils who display them.

School leaders, including governors, are passionate about aligning the vision to action. As a result, they have made bold, strategic and financial decisions which reflect the needs of the school. These include additional provision for pupils with emotional needs.

The latest SIAMS report says :-

What is it like to attend this school? Pupils enjoy coming to this very welcoming and inclusive school. Leaders and staff consistently embody the school values. These include thankfulness, trust and friendship. Many staff and pupils talk about the value of koinonia. They describe the school as 'one big family'.

I would welcome and strongly encourage you to visit our School prior to your application. I cannot express in words how warm and welcoming the "Nettleham Junior School family" is and feels like in person. Furthermore, the pupil displays around the school reflect the wonderful time and learning they experience. I truly believe it is something you need to experience firsthand to fully understand our school ethos and environment.

Our value of "*Koinonia*", in central to our educational philosophy and teachings. As with all Schools, ours is a very *special* place to work and nurture our pupils and staff. By our vision and its implementation, we encourage everyone *to become the best version of themselves.*

On behalf of the Governors, I would like to thank you again for showing an interest in this most important of posts. If you have any questions or would like further information, please e-mail our Clerk to Governors Mrs Salina West at Salina.West@nettleham-junior.lincs.sch.uk or for more information please visit our School Website on www.nettleham-junior.lincs.sch.uk.

Finally, I look forward to receiving your application as our prospective Headteacher with interest.

Yours sincerely,



David Subden

Chair of Governors

DIOCESE OF LINCOLN

The Diocesan Board of Education

Canon Paul Thompson

Diocesan Director of Education

Dear Applicant,

Thank you for your interest in the position of Headteacher at The Nettleham Church of England Voluntary Aided Junior School.

As a headteacher of a church school, you will be able to access a breadth of support services from both the Local Authority and the Lincoln Diocesan Board of Education (LDBE).

You will be warmly welcomed into the church school family. In the family, there is the diocesan education team and there are 142 Church of England schools and academies in the diocese of Lincoln. Each year, we hold the Church Schools Festival in Lincoln Cathedral for all Y6 pupils, staff and volunteers. This is a very special 'family' occasion and you of course would be most welcome to join us at this event if you are appointed.

When you start in your new post, we will ensure that a diocesan education adviser is allocated to you and in conjunction with the LA, we will arrange for you to have an experienced church school headteacher to mentor you in the first year of your new post. The diocese will invite you to engage in a range of activities to support you in your leadership role. They include:

- A diocesan development day for new church school headteachers
- Termly headteacher briefings
- Informal and bespoke support and advice from a named diocesan adviser and church school head mentor
- An annual adviser visit to help you further develop church school effectiveness
- Headteacher performance management support from a church school perspective
- School Improvement support
- Training, courses and conferences on a range of themes for yourself and leaders at all levels. Themes include SIAMS, RE, Collective Worship, Vision and church school distinctiveness and effectiveness.

For a more detailed overview of the diocesan support on offer, please visit the diocesan website at www.lincolndiocesaneducation.com where you will find the diocesan service level agreement and a range of other resources and materials.
I hope this letter gives you an overview of the breadth of support available to complement the support offered by the Local Authority, teaching school hub and Governing Board.

Thank you again for your interest in the post and we look forward to receiving your application.

Yours sincerely

Paul JE Thompson

Canon Paul Thompson, Diocesan Director of Education.

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

2nd November 2026

MS/HO-S/CS

Dear Applicant,

Working in Lincolnshire

Thank you for your interest in the post of headteacher at The Nettleham Church of England Voluntary Aided Junior 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.

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. Smith

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



Nettleham Church of England Aided Junior School

Job Description: Headteacher — Group 2

Main Purpose of the Role

The Headteacher will provide visionary, proactive and operational leadership of Nettleham Church of England Aided Junior School, a two-form entry Church of England junior school on the edge of Lincoln. The post-holder will secure high-quality education and child-centred provision for all pupils, ensuring the school's Church of England character, vision and values are embedded across the curriculum, pastoral work and community life.

The Headteacher will:

1. Lead strategic development, improve outcomes, and champion the school's ethos and values in partnership with governors, staff, pupils, parents/carers and the local church and community.
2. Be accountable for the overall performance, safety and well-being of pupils and staff and for ensuring excellent teaching, learning and pastoral care across the school.
3. Manage resources and staff effectively to maximise pupil progress and the school's long-term sustainability.

Key Responsibilities and Duties

1. Whole school organisation, strategy and development

1.1 Provide overall proactive strategic leadership and, with others, lead, develop and support the strategic direction, vision, values and priorities of the school.

1.2 Develop, implement and evaluate the school's policies, practices and procedures in line with the school's vision and values.

1.3 Maintain and develop links with All Saints Church in Nettleham to strengthen the school's Church of England identity, collective worship and RE provision.

1.4 Maintain and develop links with the wider Nettleham community to support pupil learning, community engagement and family partnerships.

1.5 Maintain and develop links with local Church schools for collaborative working, moderation, shared CPD and transition arrangements.

1.6 Prepare and present strategic plans, self-evaluation and development priorities to the governing body, and lead implementation with measurable success criteria.

1.7 Ensure compliance with statutory duties and all relevant guidance and legislation.

2. Teaching

2.1 Lead and manage effective teaching and learning throughout the school, including ensuring, save in exceptional circumstances, that a teacher is assigned in the school timetable to every class or group of pupils.

2.2 Set expectations for high-quality teaching and curriculum delivery that reflect the school's values and meet the needs of all pupils.

2.3 Monitor and evaluate classroom practice and pupil progress, using assessment and data to drive school improvement.

2.4 Teach pupils as required and model outstanding classroom practice for staff.

3. Health, Safety and Discipline

3.1 Proactively promote the safety, welfare and well-being of pupils and staff.

3.2 Ensure good order, discipline and behaviour amongst pupils and staff and implement behaviour policies consistently and fairly.

3.3 Oversee effective safeguarding arrangements, risk assessment and Health and Safety practice across the school site.

3.4 Ensure the site is maintained to a safe and welcoming standard and that appropriate emergency procedures are in place.

4. Management of staff and resources

4.1 Effectively lead, manage and develop the staff, including appraising and managing performance, and promoting high professional standards.

4.2 Develop clear arrangements for managing appraisal and advise the governing body on pay recommendations for teachers, including recommendations for the upper pay range where applicable.

4.3 Organise and deploy resources within the school to maximise impact on staff work-load and pupil outcomes, ensuring value for money.

4.4 Promote harmonious working relationships within the school and maintain positive industrial/employee relations.

4.5 Maintain relationships with organisations representing teachers and other staff.

4.6 Lead with proper regard for staff well-being and legitimate expectations, including fostering a healthy work-life balance.

5. Professional Development

5.1 Promote participation of staff in relevant continuing professional development (CPD), including induction for new staff and trainee teachers.

5.2 Participate in arrangements for the appraisal and review of their own performance and, where appropriate, that of other teachers and support staff.

5.3 Ensure there is a culture of continuous professional learning, reflective practice and career development throughout the school.

6. Communication

6.1 Consult and communicate effectively with the governing body, staff, pupils, parents/carers and the wider community.

6.2 Ensure transparent, timely and accessible communication of school priorities, progress and pupil outcomes.

6.3 Act as the school's senior representative in communications with diocesan officers, local authorities, multi-academy trusts (if applicable) and external partners.

7. Work with colleagues and other relevant professionals

7.1 Collaborate and work effectively with colleagues and relevant professionals within and beyond the school, including external agencies (e.g. health, SEND services, educational psychologists).

7.2 Build effective partnerships to support vulnerable pupils, SEND provision and pastoral interventions.

7.3 Foster cooperative working with neighbouring schools for moderation, transition planning and shared initiatives.

8. Skills and Competencies

8.1 Strategic leadership: Ability to develop and implement coherent school improvement plans aligned to a Church of England ethos and local community needs.

8.2 Curriculum and assessment expertise: Strong knowledge of primary curriculum design, assessment for learning, standards and data analysis to secure excellent pupil outcomes.

8.3 Teaching excellence: Demonstrable record of high-quality classroom practice and capacity to model and coach others.

8.4 Staff management and development: Proven ability to lead, appraise and develop staff, promote CPD and manage performance and pay processes.

8.5 Safeguarding and pastoral leadership: Comprehensive understanding of statutory safeguarding duties, and experience of promoting pupil welfare and positive behaviour.

8.6 Financial and resource management: Competence in deploying resources and managing budgets to support strategic priorities.

8.7 Communication and interpersonal skills: Exceptional ability to build relationships with governors, staff, pupils, parents, All Saints Church and the wider community.

8.8 Collaborative working: Experience of working with external agencies, feeder/receiving schools and church partners to support pupil learning and wellbeing.

8.9 Resilience and emotional intelligence: Ability to lead with empathy, maintain staff wellbeing and manage competing priorities effectively.

8.10 Commitment to the school's Christian character: Understanding of Church of England education and ability to promote collective worship, spiritual development and Christian values across school life.

9. Professional Development

9.1 The school supports continuous professional learning and leadership development. The Headteacher will have access to:

9.1.1 Structured appraisal, performance review and personalised professional development planning.

9.1.2 Diocese and local authority networks, leadership training and peer collaboration opportunities.

9.1.3 Opportunities to commission or lead CPD within the school and with local Church schools.

9.2 The Headteacher is expected to model and foster a culture of lifelong learning in line with the school's vision and values.

10. Safeguarding

10.1 The Headteacher has overarching responsibility for ensuring the safeguarding and welfare of pupils at Nettleham Church of England Aided Junior School.

10.2 Specific safeguarding duties include:

10.2.1 Acting in line with statutory safeguarding guidance (e.g., Keeping Children Safe in Education) and the school's safeguarding and child protection policies.

10.2.2 Working closely with the designated safeguarding lead (DSL) and governors to ensure robust systems for identifying, reporting and responding to concerns.

10.2.3 Ensuring all staff and volunteers receive appropriate safeguarding training and are clear about procedures for reporting concerns.

10.2.4 Promoting a culture where pupils feel safe, listened to and confident to raise concerns.

10.2.5 Ensuring safer recruitment practises are followed and that appropriate checks are completed for staff and volunteers.

10.2.6 Ensuring effective support and appropriate referrals for vulnerable pupils, and cooperation with external agencies where necessary.

11. Additional Information

11.1 This job description reflects the principal responsibilities of the role and is informed by the School Teachers' Pay and Conditions Document and national guidance for headteachers. It may be reviewed periodically in consultation with the post-holder and the governing body to reflect the changing needs of the school.

11.2 Nettleham Church of England Aided Junior School is committed to equality, inclusion and the Christian values which underpin its education. The Headteacher will demonstrate and promote these commitments in all aspects of school life.



Nettleham Church of England Aided Junior School

Person Specification: Headteacher

Purpose of the post

To provide inspirational, strategic and operational leadership that enables every child and adult within the school community to flourish. The Headteacher will secure the highest possible standards of teaching, learning, achievement and personal development, while ensuring that the school's Christian vision and values underpin all aspects of school life.

The successful candidate will lead the school with integrity, compassion, ambition and a strong commitment to ensuring that every child feels loved, valued and unique.

	Criteria	Essential / Desirable	*Where tested
1	**Qualifications and professional development**		
1.1	Qualified Teacher Status (QTS) & degree or equivalent relevant professional qualification	Essential	AF/D
1.2	Evidence of sustained professional learning and a commitment to ongoing leadership development.	Essential	AF/D
1.3	Successful completion of, or willingness to undertake, appropriate leadership development, such as the National Professional Qualification for Headship (NPQH).	Desirable	AF/Int
2	**Leadership and Management experience**		
2.1	At least 5 years effective experience of teaching within a primary school setting.	Essential	AF/Int
2.2	Successful leadership of whole-school improvement initiative, with evidence of measurable impact.	Essential	AF/Int
2.3	Experience of managing school resources, budgets, staffing and competing priorities effectively.	Essential	AF/Int
2.4	Experience of working effectively with stakeholders.	Essential	AF/Int
3	**Christian vision, values and ethos**		
3.1	A clear commitment to the distinctive Christian character and inclusive ethos of a Church of England school.	Essential	AF/Int
3.2	Ability to articulate and translate the school's Christian vision into everyday practice, decision-making and strategic leadership.	Essential	AF/Int
3.3	Commitment to ensuring that every member of the school community feels loved, valued, respected and able to flourish by promoting and modelling the school values.	Essential	AF/Int
3.4	Understanding of the contribution of collective worship, religious education, prayer and spiritual development to school life.	Essential	AF/Int
3.5	Ability to develop effective relationships with the local church, the Diocese of Lincoln and the wider Christian community.	Essential	AF/Int

* AF – Application Form, Int – Interview, R – References, D - Documentation

	Criteria	Essential / Desirable	Where tested
4	**Strategic leadership and school improvement**		
4.1	Ability to develop, communicate and implement an ambitious, realistic and sustainable school improvement strategy.	Essential	AF/Int
4.2	A clear understanding of how to secure high standards of education, behaviour, attendance and personal development.	Essential	AF/Int
4.3	Ability to use assessment information, performance data, monitoring and evaluation to identify priorities and improve outcomes.	Essential	AF/Int
4.4	Understanding of school self-evaluation, inspection frameworks, statutory responsibilities and accountability.	Essential	AF/Int
4.5	Ability to anticipate challenges, manage change effectively and lead improvement.	Essential	AF/Int
5	**Teaching, learning and curriculum**		
5.1	A strong understanding of effective teaching, learning and assessment in the primary sector.	Essential	AF/Int
5.2	Ability to lead the development of a broad, balanced, ambitious and inclusive curriculum rooted in the school's Christian vision and values.	Essential	AF/Int
5.3	Understanding of how pupils build foundational knowledge, develop skills, and become independent, reflective learners.	Essential	AF/Int
5.4	Commitment to enriching pupils' education through creative, sporting, musical, cultural and wider learning experiences.	Essential	AF/Int
5.5	Ability to enable effective transition to secondary education and for their future lives as responsible citizens.	Essential	AF/Int
6	**Inclusion, safeguarding and pupil wellbeing**		
6.1	An unwavering commitment to safeguarding and promoting the welfare of all children.	Essential	AF/Int/R
6.2	Secure understanding of current safeguarding legislation, statutory guidance, safer recruitment and child protection procedures.	Essential	AF/Int
6.3	Ability to establish a culture in which safeguarding is everyone's responsibility and concerns are acted upon promptly.	Essential	AF/Int
6.4	Commitment to equality, diversity, inclusion and the prevention of discrimination, prejudice and bullying.	Essential	AF/Int
6.5	Understanding of Special Educational Needs and Disabilities (SEND), adaptive teaching and the effective use of additional support.	Essential	AF/Int

	Criteria	Essential / Desirable	Where tested
6.6	Ability to promote positive behaviour, good attendance, emotional wellbeing, resilience and positive relationships.	Essential	AF/Int
6.7	Commitment to ensuring that disadvantaged pupils and those facing barriers to learning receive appropriate support and opportunities to succeed.	Essential	AF/Int
7	**People, partnerships and community**		
7.1	Excellent interpersonal, communication and relationship-building skills.	Essential	AF/Int
7.2	Ability to inspire trust, motivate colleagues and create a positive, collaborative professional culture.	Essential	AF/Int
7.3	Commitment to staff development, coaching, mentoring, succession planning and the effective development of leadership at all levels.	Essential	AF/Int
7.4	Ability to establish constructive partnerships with parents and carers, recognising their importance as partners in children's learning.	Essential	AF/Int
7.5	Ability to work strategically and transparently with the governing body, respecting the distinct responsibilities of governance and school leadership.	Essential	AF/Int
7.6	Commitment to strengthening links with the local church, the village community, feeder infant provision, secondary schools and other partners.	Essential	AF/Int
7.7	Ability to represent the school confidently and positively within the local and wider educational community.	Essential	AF/Int
8	**Personal qualities and professional attributes**		
8.1	The successful candidate will demonstrate their commitment to and embody the school values.	Essential	AF/Int
8.2	Be able to fulfil the responsibilities of the post, with reasonable adjustments where applicable.	Essential	AF/Int
9	**Overall assessment**		
9.1	The successful candidate will be an inspirational and principled leader who can build on the strengths of Nettleham Church of England Aided Junior School, sustain a distinctive Christian ethos and lead the school confidently into the future.	Essential	AF/Int
9.2	They will combine educational expertise and strategic leadership with warmth, humility and a genuine belief in the potential of every child. Above all, they will ensure that the school remains a caring, ambitious and inclusive community in which children and adults are encouraged to flourish, make a difference in the world and become the best versions of themselves.	Essential	AF/Int

Recruitment Privacy Notice

Nettleham Junior 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: Unsuccessful candidates 6 months.

Successful candidates up to 6 years after their employment ends.

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 Nettleham Church of England Aided Junior School - Privacy 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.

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 school's 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 dataprotectionofficer@nettleham-junior.lincs.sch.uk

Alternatively, you can contact the school by writing to: Nettleham CofE Aided Junior School Mill Hill Nettleham Lincoln LN2 2PE

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

How to apply to be our new headteacher

School visits

You are very welcome to visit our school. Please book your visit by contacting our Clerk to Governors, Salina West via email: Salina.West@nettleham-junior.lincs.sch.uk

We have made the following dates and times available:

- Wednesday 4th November: between 4.00 and 5.30pm
- Thursday 5th November between 4.00pm and 5.30pm
- Tuesday 10th November between 4.00pm and 5.30pm
- Wednesday 11th November between 4.00pm and 5.30pm
- Thursday 12th November between 4.00pm and 5.30pm

Safeguarding

Our school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check and satisfactory references. Pre-employment checks are in line with Keeping Children Safe in Education. Please note, we may also include an online search of shortlisted candidates (as per para 221 of KCSIE).

Eligibility to work in the UK

All shortlisted candidates will need to verify their eligibility to work in the UK at interview.

Fluency Duty In accordance with Part 7 of the Immigration Act 2016 (Fluency Duty), the ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post. The school advertising the vacancy will contact you directly regarding the outcome of your application and any interviews.

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.

LCC Recruitment Policy

schools-recruitment-policy

Completed Application Forms

Please email your completed application form to the Clerk to Governors: Salina.West@nettleham-junior.lincs.sch.uk by Monday 23rd November 12.00pm, Noon. Please note that covering letters should be no longer than 2 sides of A4 using a minimum font size 12.

Meet the Governing Body

Candidates are invited to meet with the governing body over light refreshments served in All Saints Church (High Street, Nettleham, LN2 2PD) on Wednesday 10th December,6.00pm – 7.00pm.

Interview date

Thursday 11th December 2026

Closing date: Monday 23rd November at 12.00pm, Noon.

A copy of the Headteacher Vacancy Advert

Nettleham
Church of England Aided
Junior School
enquiries@nettleham-junior.lincs.sch.uk
www.nettleham-junior.lincs.sch.uk

Nettleham Church of England (Aided) Junior School.
Mill Hill, Nettleham, Lincoln, Lincolnshire LN2 2PE.
Contact E-mail address - Salina.West@nettleham-junior.lincs.sch.uk
Telephone - 01522 750376.
School Website - Nettleham Church of England Aided Junior School - Home

School Group: 2

NOR: 233

Age Range of Pupils: 7 to 11 years old

Post/Salary: Permanent Head (teaching Head if any teaching staff absent) L15 – L21 (pay range)

Introduction:

Due to the retirement of our current Headteacher, the Governing Body seeks to recruit an inspirational leader who will build on the existing strengths and success of our school. The post is to start on Monday 19th April 2027.

We are looking for a dynamic, inspiring and compassionate Headteacher who will embrace the challenge of working in a rural, inclusive and diverse Church school. To lead a school where every pupil and individual is a vital part of the family. We are seeking an inspirational Headteacher to lead our welcoming Church of England Junior school. This is an opportunity to build on a strong sense of community, and help every pupil flourish: academically, socially, emotionally and spiritually.

Our strong Church ethos, vision and values are rooted in the belief that each pupil and individual is loved, valued and unique. We are ambitious to maintain an environment to nurture and develop all our pupils: we want them to love learning for life, make a difference in the world, reach their full potential and become the best version of themselves.

We are one big family, and every member of our school community matters. Our Christian ethos is reflected in the values that guide us: ***trust, humility, thankfulness, koinonia, friendship and endurance****.*

We are proud of our dedicated staff team, supportive parents and Governors, and the polite, enthusiastic pupils who make our school such a special place. As our next Headteacher, you will help nurture this inclusive culture while ensuring that every pupil is encouraged and supported to succeed.

The Governing Body is seeking to appoint a Headteacher who:

- *Is an excellent leader with high expectations of achievement, behaviour and attendance.*
- *Will continue developing an environment to enable every pupil to reach their full potential and to experience success.*
- *Will use their innovative and enthusiastic leadership qualities to support the strong teamwork at the school and will ensure our committed staff continue to grow and develop.*
- *Will continue to build, develop and maintain strong relationships across the school, the Church and the village community.*
- *Has proven experience of successful leadership and knows what success looks like.*
- *Has vision, energy, honesty and loyalty and can inspire and motivate staff and pupils.*
- *Has excellent organisational and interpersonal skills and the ability to maintain the strong working relationships across the school.*
- *Has the ability and ambition to continue to raise standards and develop extra-curricular provision.*
- *Will lead with the vision and energy that brings people together.*
- *Will enhance and develop collaboration between Staff, Parents, Governors, our local Church and the wider community.*
- *Is excited by the opportunities that Nettleham Church of England (Aided) Junior School offers.*

We can offer you:

- *The opportunity to lead a wonderful team of experienced dedicated staff.*
- *Exceptionally well behaved, polite and enthusiastic pupils*
- *Supportive parent body and school community*
- *A creative environment that supports and enhances our vision and inclusive ethos.*
- *A firm commitment to your professional development and wellbeing.*
- *A welcoming, dedicated, supportive and hardworking staff team and Governing Body.*

Prospective candidates are warmly encouraged to visit the school by appointment on one of the following:

Between 4:00pm – 5.30pm on 4th, 5th, 10th, 11th or 12th November.

Shortlisting will take place on 25th November 2026

Candidates are invited to meet Governors over light refreshments on Wednesday 9th December from 6.00-7.00pm at All Saints Church Nettleham. The formal selection and interview day is on Thursday 10th December 2026 in school.

For an application pack, please contact our Clerk to Governors Salina West at Salina.West@nettleham-junior.lincs.sch.uk

Applications should be completed in line with the personal specification and job description and forwarded to Mrs West our Clerk to Governors to be received no later than noon on Monday 23rd November 2026. Any supporting statement outlining your suitability for the post should be no longer that 2 sides of A4 using a minimum font size 12.

Nettleham Church of England (Aided) Junior School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This post is subject to the candidate being suitable to work with children, satisfactory Enhanced Disclosure & Barring Service Check and The Right to Work in the UK. The ability to converse at ease with pupils, staff, parents and the wider school community and provide advice in accurate spoken and written English is essential for the post.

