



**United Learning**  
The best in everyone™



**Lincoln Minster School**  
The best in everyone™

# Candidate Pack



**Lincoln Minster School - Head**

# Welcome



**Thank you for your interest in the role of Head of Lincoln Minster School. We are looking for an exceptional candidate to lead this well-established and highly successful co-educational independent day school for children from 4 to 18 years olds**

Lincoln Minster is a thriving, entrepreneurial and extremely popular school. The school is highly regarded in the local area – competing successfully with independent and grammar schools. At a time of unprecedented challenge for the independent sector, it sits in a highly competitive local market; but one where the right appointee, closely supported by our Group, will have a fantastic opportunity to thrive and build their reputation alongside that of the school's.

We are looking for someone who can take what is already excellent in Lincoln Minster and adapt and build this to meet the future demands of its families and pupils; who can win their trust and support; who can energise and inspire an excellent team of colleagues; who knows how to take what is already very good and develop it further; and who will be unrelenting in ensuring that every pupil receives the very best education.

Over the past three years, the school has advanced at pace and is ideally placed for the future opportunities and challenges within the independent school's sector.

As a Head within United Learning, you will be joining a team of dedicated colleagues across our Group of independent schools and academies who work collaboratively and share a vision of bringing out the best in everyone. If you share our ambition for this role and believe that you have appropriate mix of skills and experience, we look forward to receiving your application.

We want to become more diverse at senior levels, so particularly welcome applications from black and minority ethnic candidates and women, who are currently under-represented in senior positions in our Group and across the sector. Whoever you are, we will always appoint on merit and are open to discussing flexible working options.

With best wishes

Sir Jon Coles  
CEO, United Learning

A handwritten signature in blue ink that reads "Jon Coles".

# Leadership, Management and Governance

**The Head of Lincoln Minster School (the Head) reports to the Director of Independent Schools at United Learning, who is responsible to the overarching Charity Board through the Chief Executive.**

Lincoln Minster is part of United Learning, a large and growing group of schools aiming to offer a life-changing education to children and young people across England. United Learning is now a diverse nationwide group of over 98 state and 14 independent schools, each with its own unique character and ethos. As a large group of schools, United Learning (the Group) believes it can offer more to staff, pupils and the wider community than Lincoln Minster School, or any other of its schools, could provide as a standalone school.

With common 'back office' systems for finance, HR and management information, as well as central procurement and specialist estate management and HR support, the Group offers efficiency and effectiveness while also adding significant value in supporting schools and helping them to accelerate progress.

The key roles of Head of Junior School, Deputy Head, DFO and Director of Admissions and Marketing all report directly to the Head who acts as a mentor, supporting and challenging them as appropriate whilst giving autonomy in the day-to-day running of their remits.

The Head's direct reports form the Senior Leadership Team (SLT) – Head of Junior School, Head, DFO, Deputy Head and Director of Admissions and Marketing.



Senior School

## The School

**Lincoln Minster School is an independent and inclusive co-educational school for pupils aged 4-18 years based in the heart of Lincolnshire. We pride ourselves on putting our pupils first, seeking to ensure that their talents and abilities are nurtured and encouraged, thus enabling them to achieve highly, develop personally and be successful in moving to the next step of their education.**

The city of Lincoln has a rich history, being home to the Magna Carta and Lincoln Castle. Its innovative city centre sits side-by-side with historic charm, creating a perfect juxtaposition of both worlds in which to learn and grow. The vibrant, modern city centre is only 2 miles from the glorious Lincolnshire countryside. The school, with roots dating back to the 12th Century, is based across two sites, both reflecting its innovative approach to education. The Prep School is ranked in the UK top 40 Preparatory Schools by The Sunday Times 2023. It is located a short walk from the Senior School and has been extensively redeveloped. The outdoor learning facilities support the aim of the Prep School to increase pupils' confidence and self-belief whilst cultivating new abilities.

The Senior School site occupies a number of buildings. The purpose-built Prior Building was opened in 2002 by the former Archbishop of Canterbury, Lord Carey. The sweeping, curved, building overlooks the City and boasts fully-equipped science labs, art studios, IT suites and our dedicated Sixth Form Centre. The most recent addition, the Harper Building, is dedicated to music and performance and includes an impressive Recital Hall, music practice rooms and a fully equipped Drama Studio.

Individual needs are catered for across all age groups, where boys and girls of differing abilities and interests excel in our vibrant community. Visitors to LMS comment fondly on the focus we have on treating students as individuals, and the encouragement given to pupils to achieve in all aspects of life.



LMS has many unique strengths. Pupils make excellent progress academically and achieve strong value-added results while also enjoying a wealth of co-curricular opportunities. The School is ranked among the top 200 for sport by the Schools Sports Magazine, among state and independent schools.

Lincoln Minster School provides the perfect balance of academic strength and a genuinely broad education which includes excellence in sport as well as the creative and performing arts. We seek to bring out the 'Best in Everyone' in a supportive and glorious environment.

For further details about the school's ethos, facilities, curriculum, co-curriculum, pastoral care and safeguarding, the local governing body and the pupils' considerable academic and other achievements, please follow the link here to the school's website: [lincolnminsterschool.co.uk](http://lincolnminsterschool.co.uk)



Preparatory School





## Academic Success

**Lincoln Minster School pupils make excellent academic progress and achieve strong results at both GCSE and A Level, supported by knowledgeable teachers and a broad, engaging curriculum.**

In the ISI inspection of January 2025, the school met all required standards. The report highlighted that pupils value their education, work hard and achieve well, while benefiting from a positive school culture where safeguarding and wellbeing are deeply embedded.

Academic success is complemented by a wide range of enrichment opportunities, with more than 50 co-curricular activities alongside strong provision for sport, music and the arts. Many pupils progress to leading universities, including Oxbridge, Russell Group institutions and specialist conservatoires, with 85% of applicants securing places at their first-choice institution in 2025.

Our students achieve exceptional academic outcomes. In 2025:

- 41% of GCSE grades awarded were between 9 - 7, significantly exceeding the Lincolnshire average of 16%.
- 10% received a Grade 9, double the national average.
- 35% of A Level and Level 3 grades awarded were A\* or A.



## Pastoral Support

**Pastoral care at Lincoln Minster School is central to the pupil experience, ensuring that every child feels supported, valued and able to thrive both academically and personally.**

A strong pastoral structure underpins daily school life. Pupils are supported by Form Tutors, Heads of Year and a dedicated pastoral team who work closely together to provide consistent guidance throughout each stage of their education. Small tutor groups allow staff to build meaningful relationships with pupils and understand them as individuals, while regular communication between pastoral and academic staff ensures that each pupil receives well-rounded support.

Wellbeing is further supported through the school's PSHE programme and a range of initiatives that help pupils develop confidence, resilience and emotional awareness. As a STEER Champion School, Lincoln Minster School also takes a proactive approach to monitoring pupils' social and emotional development, enabling staff to identify when additional support may be needed and respond quickly.

Pupils are also encouraged to contribute positively to the school community through leadership opportunities, mentoring and involvement in wider school life. This holistic approach to pastoral care creates a supportive environment in which pupils feel safe, respected and confident to achieve their full potential.



## Co-Curricular

**Co-curricular activities are an integral part of life at Lincoln Minster School, giving pupils the opportunity to explore their interests, develop new skills and build confidence beyond the classroom.**

With more than 100 clubs and activities available, pupils are encouraged to pursue their passions through a programme that is fully integrated into the school day, with dedicated time set aside for participation. This approach ensures that enrichment is accessible to all pupils and forms a meaningful part of the overall educational experience.

The programme spans a wide range of interests including sport, music, drama, creative arts, academic societies and community initiatives. Opportunities include activities such as rowing, sailing, orchestra, debating, STEM clubs and student-led initiatives that encourage leadership and service within the wider community.

Through this diverse programme, pupils are able to discover new passions, develop teamwork and leadership skills, and grow in confidence while contributing to the vibrant life of the school community.



## Prep School

**Lincoln Minster Preparatory School provides a nurturing and inspiring environment for pupils aged 4–11, where children are encouraged to develop curiosity, confidence and a lifelong love of learning.**

Located in the historic Bailgate area of Lincoln, just a short walk from the Senior School, the Prep School benefits from a unique setting that blends historic surroundings with modern educational facilities. Led by Andrew Coupland, Headteacher, the Prep School aims to understand each pupil as an individual, supporting their academic progress while nurturing their personal development.

The curriculum is broad and engaging, combining strong foundations in core academic subjects with opportunities to explore creative, practical and physical disciplines. Pupils benefit from specialist teaching in areas such as sport, music and languages, helping them develop a wide range of skills and interests from an early age. Learning is further enhanced through hands-on experiences, project work and cross-curricular activities that encourage curiosity and critical thinking.

Outdoor learning also plays a key role in the Preparatory School experience. Purposefully designed outdoor spaces support exploration, teamwork and resilience, allowing pupils to connect their classroom learning with the natural environment. Trips, residential visits and enrichment activities further broaden pupils' experiences and help develop confidence, independence and a sense of adventure.

The school was recognised as one of the Top 40 Preparatory Schools in the UK in The Sunday Times Parent Power Guide (2022 and 2023), reflecting the strength of its academic provision and the quality of the all-round education it offers.

# The Role

**The Head of Lincoln Minster School will lead and inspire excellence throughout the whole School. They will work with all staff to ensure success for all pupils at every stage of their education and provide them with the skills and confidence in their future life and work.**

As a senior leader within United Learning, the Head, together with the Local Governing Body (LGB), will be responsible for establishing and implementing the vision and direction for all pupils. In leading the school, the Head will ensure that United Learning's ethos and values are deeply embedded and visible, securing 'the best in everyone' for both staff and pupils.

The main responsibilities of the role are:

## Educational leadership and management

- Ensuring excellent academic outcomes in all key stages.
- Developing outstanding teaching and learning for all pupils.
- Ensuring fulfilment of the School's aims and promoting an ethos that fosters a love of learning and instils kindness and care.
- Embedding an aspirational and innovative culture of learning.
- Implementing a rigorous system of monitoring to evaluate the work of the school.
- Securing and maintaining high standards across the School.
- Designing and implementing the curriculum and the broader pupil experience.
- Evidencing knowledge of primary and secondary educational practice.
- Ensuring the welfare and safety of all pupils from all groups, including their safeguarding.
- Ensuring the welfare and safety of all pupils from all groups, and that the School is fully compliant with DfE and local authority Child Protection and Safeguarding regulations and best practice.
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## Strategic leadership

- Defining and delivering the vision and objectives of the School and the School Strategic Plan as agreed with the LGB and the Director of Independent Schools.
- Leading the School in partnership with the LGB and United Learning senior leaders.
- Agreeing, communicating and delivering aspirational short and medium term aims within the context of the longer-term vision.
- Developing and maintaining the values of United Learning within the school.
- Contributing professionally to the broader United Learning agenda.
- Keeping up-to-date on policy developments, ensuring that Lincoln Minster School seizes the opportunities that national and local changes will continue to present.
- Leading a creative, innovative, research-led and responsive curriculum, ensuring that Lincoln Minster School continues to be known for academic, pastoral and co-curricular excellence.
- Leading whole school development by the Senior Leadership Team.



## People leadership and management

- Leading on all staffing issues, including the appointment and development of staff.
- Ensuring a culture of working together to achieve high standards throughout the School.
- Promoting staff well-being within the Framework for Excellence.
- Managing performance and ensuring that staff receive appropriate support in order to achieve excellence.
- Leading reflective practice and inspirational professional development that enables all members of staff to flourish.
- Promoting equality and fairness for all staff.
- Taking responsibility for one's own professional development as the Head.

## Financial and business management

- Working closely with the Director of Finance, Independent Schools, to ensure budgets are set and managed within guidelines agreed with the LGB and the Group through the Director of Independent Schools and Chief Financial Officer.
- Monitoring actual spending against budget.
- Implementing key Group-wide policies and strategies (e.g., in relation to Compliance, Finance, HR and Technology).

- Working closely with the Director of Marketing, Communications and Admissions to ensure a strong pipeline of pupil recruitment.
- Ensuring that efficient administrative systems are implemented and managed.
- Managing and utilising the site and facilities to their full value to the School, the Group and the community.
- Ensuring that health and safety and safeguarding policies are fully implemented and managed.

## Links with the School community and business

- Developing strong and effective partnerships with parents.
- Developing a thriving sense of School community to include present and past pupils and parents.
- Creating proactive, entrepreneurial and effective links with the wider community.
- Making a strategic contribution to the development of the Group.
- Developing strong and effective partnerships with local primary and prep schools, colleges and universities.
- Developing strong and effective partnerships with other Heads within United Learning's group of independent schools.



# The Person

**The Head will demonstrate the following experience, skills, knowledge and personal attributes.**

## Education and training

- Educational and professional qualifications appropriate for the role of Head. Such qualifications would normally include an excellent first degree from a recognised university, professional qualifications (including PGCE/QTS) and ideally a further post graduate qualification.
- Evidence of professional development and a commitment to continuing professional development across career to date.

## Experience

- Demonstrable success in a senior leadership role in a comparable organisation and through significant periods of development.
- A demonstrable personal record of outstanding teaching and experience in curriculum development.
- A proven track record of achievement in raising standards through, for example, using target setting, data analysis and curriculum innovation to improve and monitor performance.
- Evidence of the ability to develop excellent relationships with young people and adults.
- Experience in leading and developing colleagues and effective teams.
- Experience of pupil recruitment.
- An understanding, not necessarily gained through considerable direct experience, in senior schools.

## Knowledge, skills and qualities

- An in-depth understanding of school leadership and school improvement needed to achieve outstanding pupil progress and personal development.
- A thorough understanding of a Head's responsibilities in relation to regulatory matters including Safeguarding and Child Protection issues and a clear commitment to delivering best practice in Safeguarding.
- The ability to create and implement effective management systems in which roles, responsibilities and accountabilities are clearly articulated.
- Proficient IT skills with an understanding of and commitment to the role of digital technology in teaching and learning.
- An understanding of the importance of research in developing approaches to learning and curriculum design and the ability to put this into practice.
- An understanding of expectations of all phases of education.
- A capacity to understand the complexities of the market for Lincoln Minster School, the analysis required, and the skills to implement successful marketing strategies.
- Understanding and knowledge of the school market from Reception to Y13.
- The interpersonal and relational skills to operate as a compelling ambassador for the School.
- The skills to run an inclusive and diverse school community, valuing and promoting inclusion.



## Personal Qualities

- A clear understanding of and commitment to the development of the United Learning values, ethos and the Framework for Excellence.
- Belief in equality of opportunities for all pupils and staff regardless of culture, gender, ethnicity, sexual orientation or religious identity.
- Clarity of vision with the ability to communicate it in a compelling and engaging way.
- An adaptable leadership style which encourages leadership from others and celebrates success.
- Determination and resilience.
- Sensitivity and wisdom in managing relationships with pupils, parents and staff.
- High level interpersonal and communication skills with the capacity to influence at all levels.
- High expectations of pupil achievement, conduct and behaviour.
- A commitment to collaborative working, both within the school and across the Group with a clear understanding of, and commitment to, the development of the United Learning values and ethos.





## About United Learning

**United Learning is a group of schools which aims to provide excellent education to children and young people across the country. We seek to improve the life chances of all the children and young people we serve and make it our mission to bring out 'the best in everyone' – students, staff, parents and the wider community. We uniquely comprise schools in both the state and the independent sectors. As a charity, our sole focus is on running successful schools. We currently educate over 65,000 students and employ around 10,000 members of staff.**

As a national group of schools, we believe that Heads should run schools and we centralise functions only when that will give a significant gain in efficiency and effectiveness. We have been able to generate substantial economies of scale in the 'back office' functions that schools require from taking this approach as well as building excellent 'create once, use many times' educational and other resources.

As a group, we can offer more to both staff and young people than any single school could offer alone. The growing range of outstanding group-wide activities that we can provide will mean that more young people will have truly exceptional and inspiring experiences. We believe that our group contains the most developed relationships and practical interactions between independent and state schools in the country, creating benefits for all the schools involved.

United Learning comprises both United Church Schools Trust, which operates our fee-paying independent schools, and United Learning Trust, which operates our state-funded academies.

# Our Ethos

Our approach to education is underpinned by a sense of moral purpose and commitment to doing what is right for children and young people. We believe in supporting our colleagues to achieve excellence and in acting with integrity in all our dealings within and beyond the Group. We believe the safety and welfare of all children and young people is paramount. We summarise this ethos as 'the best in everyone'. This ethos underpins our core values:

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**AMBITION** – to achieve the best for us and others

**CONFIDENCE** – to have the courage of our convictions and to take risks in the right cause

**CREATIVITY** – to imagine possibilities and make them real

**RESPECT** – of ourselves and others in all that we do

**ENTHUSIASM** – to seek opportunity, find what is good and pursue talents and interests

**DETERMINATION** – to overcome obstacles and achieve success

As part of United Learning, Lincoln Minster School shares the objective of bringing out 'the best in everyone', enabling each pupil to become a balanced, happy, and articulate person with intellectual freedom, confidence, compassion, integrity, and a lifelong love of learning.

Further information on Lincoln Minster School can be found at [lincolnminsterschool.co.uk](http://lincolnminsterschool.co.uk)

Further information on United Learning can be found at [unitedlearning.org.uk](http://unitedlearning.org.uk)





## How to Apply

To apply, please visit our [vacancies page](#) and complete an online application form.

Fiona Boulton OBE, Director of Independent Schools, would be happy to arrange an informal, confidential conversation with prospective candidates, and may be contacted via email: [fiona.boulton@unitedlearning.org.uk](mailto:fiona.boulton@unitedlearning.org.uk).

The closing date for applications is 11:59pm on Wednesday, 13th May.

Day 1 interviews will take place on Wednesday, 20th May.

Day 2 interviews will take place on Wednesday, 3rd June.

United Learning values diversity and inclusion and is committed to creating and sustaining a more diverse workforce. We welcome applications from professionals of minority ethnic origin and from majority ethnic professionals who share our commitment to inclusion and diversity.

Lincoln Minster is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, the Disclosure and Barring Service and online searches.

*United Learning's normal terms and conditions of employment apply for the position of Head. Accommodation is available for the Head, and the detailed terms and conditions are subject to agreement between United Learning and the successful candidate and will be reflected in the formal employment contract.*



## Why Apply?

Whether you are an aspiring or experienced Head, looking to develop your career within the support and framework of a wider group, we would welcome an application from you.

We believe that successful organisations prioritise staff development. We make support and professional development for Heads a particular priority, given their demonstrable and positive impact on staff and pupils' experiences within the School.

We work on the basis that each of us, however effective, can always improve.

The Group provides you with a professional network of other Headteachers and the 'team around the School' can transfer collective knowledge and skills from the wider Group, meaning that as Head you have access to a wide range of expertise and resources.

Your package will include a competitive salary, health insurance, and membership of the Teachers' Pension Scheme. Accommodation is available, alternatively assistance with relocation may be negotiable up to £8,000.

You are entitled to take holidays during the normal school holidays except where your presence is required for the proper execution of your duties as Head. You would be expected to have not less than six weeks of the year without any work involvement. We carry out an online search and all necessary paperwork required for the Disclosure and Barring Service.