



United Learning
The best in everyone™

Candidate Pack



Lincoln Minster School - Assistant Head (Teaching, Learning & CPD)



Welcome

Thank you for your interest in working at Lincoln Minster School.

I became Head three years ago and am still struck every day by what a wonderful community we are fortunate to have here, located across two modern sites in the heart of a historic city. You would be joining at an exciting time, as we build on the momentum of a glowing [ISI inspection report](#), record breaking exam results and a fantastic review from the 'Good Schools Guide'. We hope that you'll apply to join us in our mission to bring out 'the best in everyone'.

Our priorities are simple: we want our pupils to be happy and to achieve - and in that order. You would play a key role in helping to bring our vision to life, not only by teaching to the highest of standards academically, but also by building upon our excellent reputation for education outside of the classroom.

If you are a positive professional who strives for excellence and wants to make a real contribution to a busy independent school with bold plans, then please do get in touch.

Jon Tyler
Head



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.

We are proud to have received a successful ISI report in January 2025, after meeting all the necessary standards and requirements. A few of the highlights are as follows:

- 'Pupils value their education and work hard'
- 'Pupils learn and achieve well, including at both GCSE and A Level'
- 'Pupils behave well and create a climate of harmony and kindness'
- 'Safeguarding is deeply embedded in the school's culture'
- 'Teachers are knowledgeable and skilled in the delivery of the curriculum'
- 'Leaders are committed professionals who have a clear vision of what they want to achieve, reflecting the aims of the school'

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



Preparatory School



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' – pupils, staff, parents and the wider community. We uniquely comprise schools in both the state and the independent sectors. We currently educate over 65,000 pupils and employ over 10,000 members of staff including over 5,000 teachers.

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 interaction 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.

To find out more about United Learning, please visit the website: unitedlearning.org.uk.

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

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:

AMBITION – to achieve the best for ourselves 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;

Continuing Professional Development

We believe that successful organisations make a priority of developing their staff; all the more so in education, where the people of the organisation are its most important asset.

We work on the basis that each of us, however effective, can always improve. New staff at Lincoln Minster School will set personal development objectives with their line manager and will be well supported to achieve them. Among other things, we offer weekly professional development workshops for all staff, individual PDR meetings in each term, and support for professional development such as training days and exam marking.

We believe that schools are at their best when they are autonomous and able to develop a distinctive ethos, reflecting the needs of their pupils and the context within which they work. The Group can get behind the work of colleagues in schools through creating strong networks, providing outstanding educational support and professional development.

Newly appointed staff at Lincoln Minster School will also benefit from a comprehensive induction programme.

United Learning's Framework for Excellence

To achieve our mission, our schools prioritise five key principles:

- The best from everyone
- Powerful knowledge
- Education with character
- Leadership in every role
- Continuous improvement



**Lincoln Minster
School**

'The best from everyone'

Our aim is to bring out 'the best in everyone'. So, we must expect the best from everyone, all the time. Every child is a special individual, capable of extraordinary things. Who can know the limits of any child's potential? So, we expect unreasonably – we constantly encourage children to do what they think they can't, to persist, to work hard and to be at their best.

From every adult we expect the same: that they are at their best, expect unreasonably of themselves, are determined and resilient and pass those expectations on to the children in all they do. We act with the utmost love, care and good faith – the highest standards come with the greatest attention to the wellbeing of all.

'Powerful knowledge'

Our most important purpose is to teach young people things they would not learn outside school, which free them to think and act more powerfully in their lives. Words and numbers are our most powerful ways of representing the world. Mastery of language and fluent mathematical skills are therefore our top priority. We aim to prepare young people to make a success of their lives: a core entitlement to subject-based learning; the development of talents; an understanding of work and society.

Worthwhile learning is often hard. Inspiring teaching is what gives access to difficult concepts and the thrill of intellectual discovery. Powerful knowledge is not static or backward-looking. It includes the ability to critique, challenge the status quo, think and learn.

'Education with character'

Academic success is very important. Exam passes are an important aspect of that. But there is more to a good education. Our schools also aim to develop character, compassion and service. Young people are expected to contribute to their school and to society; to try things which they think they cannot do; to

persist in the face of difficulty; to become resilient in overcoming obstacles; to manage themselves; to work independently on things which challenge them; to work with others and in teams; to be courageous and caring; to lead.

We want young people to look back on a joyful schooling which has inspired and challenged them, given them wide opportunity and prepared them for the ups and downs of life.

'Leadership in every role'

Our children are leaders of the future. We expect them to start today – taking advantage of structured opportunities to lead and taking responsibility for themselves and others. Every adult in the school is a leader. In every word, tone and gesture, they set direction and expectation. We expect every adult to take responsibility and the initiative to do what is right for the children.

All those in formal leadership positions create the climate in which others work. They demand the highest standards, build an inclusive performance culture, develop their teams and create the space for others to lead. All leaders listen, grow relationships, act with integrity and care and expect the best from themselves and others in building a happy, confident school.

'Continuous improvement'

However good we are, we can be better. We constantly look for improvements and implement them with pace. We look for ideas for improvement inside the organisation and out; we observe one another; we steal good ideas with pride and look to make them better; we work together to improve.

We always look at the evidence and are rigorous in evaluating impact. We stop or change things which aren't working; we improve things which are. We aim for high leverage: high impact for low effort and low cost. We constantly look to have more impact for less cost and effort and to spend every pound wisely.

Job Description

The Assistant Head (Teaching, Learning & CPD) is responsible for the academic progress of pupils within the Senior School. You will be a key member of the Senior Leadership Team and will report directly to the Head, working together in pursuit of the main School priorities for pupils to be happy and to achieve - and in that order.

You will be responsible for ensuring that the quality of teaching and learning is consistently outstanding, and that an aspirational culture permeates the Senior School. You will line manage key academic staff, as well as taking on a partial teaching timetable and making a significant contribution to the co-curricular life of the School. You will also be expected to lead on whole school improvement priorities as a member of the Senior Leadership Team.

You will also take responsibility for Continuing Professional Development (CPD), INSET, Early Career Teachers (ECT), Teacher Training and the new staff induction programme in the Senior School.

Leadership

- Work with the rest of the SLT on the strategic vision and development plan for the School, as well as taking the lead on designated whole school priorities
- Develop and implement policies and practices which reflect the School's commitment to ensuring the highest standards of academic performance
- Continuously review the effectiveness of the academic provision throughout the School, assessing strengths, areas for development, resources and implementation of policies
- Attend weekly SLT meetings and give an overview of academic concerns
- Support the work of the Admissions and Marketing Team in aspects of pupil recruitment (as required), which will involve meeting with prospective parents, playing a leading role in Open Days and Promotional Events, and overseeing the academic scholarship process
- Assist with the recruitment of new staff and lead their induction programme
- Assist in the preparation for inspection
- Communicate with staff, pupils and parents as required on academic matters (including investigating complaints)



Job Description

Line Management

- Line manage Heads of Faculty, meeting together regularly and ensuring an effective team culture, as well as guiding individual staff to continually develop and improve on their own practice
- Ensure that key documentation is in place within each department, including (but not limited to) regularly updated schemes of work, development plans, review documents and risk assessments
- Work with Heads of Years to ensure that suitable intervention strategies are in place to support improvement, where academic tracking suggests that these would be beneficial

Teaching and Learning

- Teach a reduced timetable, which may differ slightly from year to year according to need
- Contribute to the School's co-curricular programme (with allowance made for Assistant Head role)
- Work with Heads of Faculty to ensure that teaching and learning is outstanding throughout the Senior School, monitored via suitable performance management strategies that are effective in raising standards
- Keep up-to-date with educational reform and policy, making staff aware of key developments

Continuing Professional Development

- Responsible for the induction of new Senior School teachers
- Provide leadership and oversight of all teaching qualifications (e.g. PGCE, ITT, ECT), ensuring that we are meeting all legal requirements and following best practice
- Oversee and organise training to ensure the continuing professional development of teaching staff, including managing the staff training budget
- Coordinate the whole staff INSET programme
- Monitor and evaluate the effectiveness of training & CPD
- Facilitate the sharing of exceptional and innovative practice within and between subjects to support teachers to continuously improve

Other Responsibilities

- This job description is in addition to the requirements of a teacher and any other agreed responsibilities
- Assist with the smooth day-to-day running of the school
- Attend relevant academic and co-curricular events, including in the evening and occasionally at weekends
- Produce relevant health and safety policies and procedures for the area / aspect of work
- Manage any relevant budget(s)
- Ensure that academic displays are kept up-to-date
- Ensure that the School website and promotional literature are updated with the latest academic information
- Any other reasonable duties relating to the job as required by the Head

Person Specification

The successful candidate will have most, although not necessarily all, of the following:

- Honours Degree
- Qualified Teacher Status (all subjects will be considered)
- Proven success as a Middle Manager, or history of excellence in another suitable role
- Evidence of commitment to personal and professional development
- Ability to inspire students of all abilities and enhance student learning
- An understanding of the independent sector and an enthusiasm for working within it
- Proven communication and interpersonal skills
- High level of literacy, attention to detail and ability to use initiative
- ICT competence and willingness to learn and use new technologies
- Empathy for students, parents, staff and the community
- High levels of personal and professional integrity
- Positive attitude and a willingness to be flexible and embrace change
- Commitment to academic excellence
- Commitment to the School and its ethos of respect and service of all guises, with a positive and optimistic approach



Rewards & Benefits

Lincoln Minster School is part of United Learning, a group of independent schools and academies across England. You will benefit from being part of a thriving community within the Group.

Benefits include:

- Competitive salary
- Contributory pension scheme including the TPS, meaning we will save together for your retirement
- Discounted fees for children attending United Learning independent schools
- Occupational sick pay, protecting you and your family
- Competitive maternity, paternity, and adoption benefits
- Over 250 employee exclusive benefits through our partners Perkbox, including access to discounted cinema tickets, holidays and gym memberships, car leasing and Cycle2work schemes
- Continuous Professional Development options that will be tailored to your needs
- A supportive team across the country





How to Apply

Applications

If you have any queries, please contact the Head's PA, Miss Lisa Crowe at: recruitment@lincolnminsterschool.co.uk.

The expected start date for this role is January 2026, though some flexibility may be possible for the right candidate. The deadline for receipt of applications is **Friday the 12th September 2025 at 8am.**

Please apply via the TES or email a covering letter and CV to recruitment@lincolnminsterschool.co.uk. Your CV should include all of your academic qualifications from GCSE onwards, as well as your employment history.

We reserve the right to appoint at any time, so early applications are encouraged.

United Learning is an equal opportunities employer committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.