



Headteacher: Mrs A Dunn
Deputy Head: Mrs L Drummond

T: 01924 767066
E: office@headlandsce.net
W: <https://www.headlandscofeschool.co.uk>

24 March 2023

Dear Candidate,

Application Process

Thank you for your enquiry about the teaching vacancy at Headlands CE J I & N School. We hope you find the information supplied in the pack helpful to you in your application consideration.

We are hoping to appoint a teacher to start on 1 September 2023 who is an excellent classroom practitioner and who will work alongside the existing team to support the school on our journey to outstanding. The vacant post is a temporary post to cover maternity leave.

We are looking for the right person to join our highly skilled, enthusiastic and committed team. The year group for this post will be determined by the strengths of the candidate. Applications from early career teachers are welcomed alongside those of experienced teachers.

The following documents are enclosed in the pack:

- Application Form
- Personnel Specification
- Job Description

You are asked to consider the following points when completing your application:

- Please do not submit a CV in addition to or instead of the application form
- Please give e-mail addresses for your referees
- The supporting letter should not exceed 3 sides of A4, minimum font size 12. It should demonstrate how you fulfil the Person Specification

Your completed application form, together with the letter in support of your application, should be returned to the school **by 9:00am on 17 April 2023.**

Headlands CE (C) J I & N School
Headlands Road
Liversedge
West Yorkshire
WF15 6PR



Successful candidates will be informed of the interview process following shortlisting. We will take up references for all shortlisted candidates at this time.

In the meantime, if you would like to visit the school w/c 27 March 2023, we would be very happy to welcome you. This can be arranged by contacting the school office.

We look forward to receiving your application.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'ADu', written in a cursive style.

Ashleigh Dunn
Headteacher