



Headteacher: Mrs P Cocker  
Deputy Head: Mrs L Drummond

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14 September 2020

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 19 October 2020 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 at the present time is:

- Fixed term appointment until 14 February 2021:  
KS2 Class Teacher – To teach in Year 3

The following documents are enclosed in the pack:

- Application Form
- Personnel Specification
- Job Description
- Information about the school

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

- Please complete all sections of the application form in black ink
- Please do not submit a CV in addition to or instead of the application form
- If possible 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 Personnel Specification

Your completed application form, together with the letter in support of your application, should be returned to the school **by 12 noon on Friday 25 September 2020.**

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.

Unfortunately, we are unable to invite candidates to visit the school, however please see our school website for further information about the school.

We look forward to receiving your application.

Yours sincerely,



Peta Cocker  
Headteacher

