



Headteacher: Mrs A Dunn
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6 June 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 KS1 Phase Leader to start on 1 January 2024 but if possible on 1 September 2023. The successful candidate will be an excellent classroom practitioner who can provide leadership and management within KS1 with the additional responsibility of leading English across school. This is a permanent post.

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 2 sides of A4, 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 Wednesday 14 June 2023**. A provisional interview date has been set for **Monday 19 June 2023**. 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, we would be very happy to welcome you. Please contact the school office to arrange this.

We look forward to receiving your application.

Yours sincerely,

Ashleigh Dunn
Headteacher

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