

Headteacher Application Process – How to Apply

Recruitment pack documentation

- Job description
- Person specification
- Letter and background information from Chair of Governors and Chief Executive
- Application form
- Equalities monitoring form
- Current Prospectus and 6th Form Prospectus

Other sources to help you with your application

Bristol Free School website: www.bristolfreeschool.org.uk and www.russelleducationtrust.org.uk

Completing your application

The closing date for applications is Midday on Monday 12th March 2018. Please complete all sections of the application form in full. Please note the guidance on the form about referees. Only electronic applications will be considered, returnable to admin@russelleducationtrust.org.uk

Visiting the school

If you wish to visit the school before applying you are very welcome to do so on Friday 2nd March or Tuesday 6th March 2018. Please contact the Headteacher's PA Lisa Holyoake on l.holyoake@bristolfreeschool.org.uk to let us know on which day you wish to attend. These visits form no part of the selection process.

Supporting statement (No longer than two sides of A4 using Arial point 11)

Applicants are asked to attach a statement to their application outlining why they are attracted to this post and giving evidence of how they meet the person specification.

Selection timetable

- **Closing date:** 12th March 2018
- **Short listing:** 13th March 2018
- **Short listed candidates notified:** After 4pm on 13th March 2018 (Applicants are asked to give a mobile number on their application form which may be used for notification).
- **References taken up:** 14th March 2018 (Applicants are asked to ensure referees are aware that we will contact them on that day).
- **Interviews:** 21st and 22nd March 2018 at school

The first day of the selection process will consist of panel interviews, a taught lesson and data and self-evaluation exercises. The second and final day of the process will involve additional exercises, the delivery of a presentation and a formal interview with the appointment panel. Details of the two-day selection process will be sent on 14th March 2018 to all candidates invited to take part in the selection process.