LtrGuidance /VNC/eh

20th November 2016

Dear Applicant,

**Re: Application Letter Guidance for Maths Teacher**

We would like you to write a covering letter to accompany your application form for this post. The recruitment of high quality candidates is integral to the continuing improvements at The Grange. We will invest a lot in to your development and so this is an exciting opportunity for the school and you. Therefore, we would like you to include the following in your covering letter:

* What motivates you to become a teacher
* Evidence that you have successfully managed change.
* How you develop your own practice
* What qualities, skills and experiences you possess that make you a suitable candidate for this post
* In addition, please include any other qualities, experiences or vision for education that you feel could support your application.

Your letter should be no more than 2 sides of A4 (font size 12). We look forward to receiving your application form and covering letter.

The completed application should be returned to Mrs E Hall at the school address or via email to hr@thegrange.com.

Application forms must be received by 4pm on Wednesday 30th November 2016. In fairness to other applicants, we regret that we cannot extend the closing date. We do not accept faxed application forms.

Please note that interviews will be held week commencing 5th December 2016. Short-listed candidates will be contacted shortly before the date of the interview, initially by telephone and followed up by letter.

If you have not heard from us by Friday 9th December 2016, please note your application has not been successful on this occasion. We welcome requests for feedback from interviewees; however, unfortunately we are not able to provide feedback to those applicants not short-listed for interview.

Yours sincerely



J E Vincent (Ms)

Head Teacher