

Headteacher: Mr Richard Bramley, BSc Hons, NPQH, MA

LADY LUMLEY'S School

A Specialist Sports and Languages College



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January 2018

Dear Prospective Applicant

Appointment of Head/Teacher of Music

Thank you for your interest in the post. I enclose further information about the school, the music department and the role which I hope you will find interesting and informative.

You will find enclosed:

1. Welcome letter by the Headteacher.
2. Further details of the music department.
3. Person Specification.
4. Typical Interview Structure.
5. Application form.

If you decide to make an application, an application form and covering letter (see below) should be emailed to my Personal Assistant, Mrs Kathryn Holbrook at kholbrook@ladylumleys.net. Closing date for applications is Wednesday 7th February 2018 by 9 a.m. Interviews will be held w/c 19th February 2018.

Please note that:

1. Your covering letter of application should be no longer than two sides of A4 (in a minimum of 10 point font), and should include the qualities and experience which you feel are of particular relevance to the post and which you would bring if you were appointed;
2. It would be helpful to include the e-mail address of your referees, and to advise them that we will be requesting references immediately after the closing date. References will come into a secure email address where confidentiality is assured.

I look forward to receiving your application.

Yours sincerely

Richard Bramley
Headteacher