

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

# LADY LUMLEY'S School

A Specialist Sports and Languages College



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March 2019

Dear Prospective Applicant

## Appointment of Teacher of History

Thank you for your interest in the post. I enclose further information about the school, the history 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 history 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](mailto:kholbrook@ladylumleys.net). Closing date for applications is Thursday 21<sup>st</sup> March 2019 by 9 a.m. Interviews will be held w/c 25<sup>th</sup> March 2019.

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