Dear prospective candidate,

Post of Assistant Headteacher (Curriculum and Assessment) at Loreto Grammar School

Thank you for expressing an interest in the post of Assistant Headteacher with responsibility for Curriculum and Assessment. This post arises as the current post holder is due to retire in August of this year, after many years of distinguished service to Loreto. This is an exciting post for someone with energy and ambition, a colleague who will help us to ensure a curriculum that is truly student centred and with a sustained focus upon excellence. The post offers you the opportunity to work in a thriving Catholic school and to serve as a Loreto leader. The appointed candidate will be expected to commit to our ethos and values.

The person appointed will be an effective classroom practitioner and will have a significant record of proven leadership at either middle or senior level. S/he will have a strong understanding of the current national picture in secondary education, a clear vision for excellence and the drive to ensure that the curriculum and assessment structures serve to enable excellent outcomes for all pupils.

The key responsibilities of the role are the strategic leadership of the curriculum, all aspects of assessment, and the timetable. Other additional whole school responsibilities will be explored at interview.

The successful candidate will join a strong, experienced and collaborative senior leadership team and will work closely with all members of the team to shape the highest quality of educational experience for the girls and staff. There will be ample opportunity to contribute fully to Loreto’s continued development and plans for the future and an active a role in the wider Loreto perspective including the Loreto English Education Network (LEEN).

Should you decide to proceed to application, you will need to return the completed application form, accompanied by a supporting letter. Your letter should be no longer than two sides of A4 but should address:

• The vision, experience, and qualities which you would bring to the post and which you feel are of particular relevance to the position
• The impact of a significant and relevant whole school strategic initiative that you have led in your current post.
These should both be returned to me by **Monday, 24 February 2020 by 10.00am, using the above email or by sending your application in the post.** Interviews will take place over 2 days - the afternoon of 5 March and the day of 6 March.

Finally, thank you for your interest in this important post - I look forward to receiving your application. I know how vital it is for a colleague who is aspiring to develop his/her career at this level to find a close match between one’s own needs and those of the school. I trust that you will take whatever opportunity you can to discover whether this is the right situation for you, as indeed we hope to be thoroughly convinced that you are the right candidate for Loreto. Please therefore do not hesitate to contact me at the School should you wish to discuss any aspect of this post or to visit us prior to applying. Interested candidates are welcome to visit School and should contact my PA, Mrs Lloyd, to book an appointment during the afternoon of Wednesday, 19 February 2020.

With kind regards,

Yours sincerely

Mrs J.A. Beever
Headteacher