LtrGuidance /VNC/eh

6th October 2017

Dear Applicant,

**Re: Application Letter Guidance for Director of Learning Science**

We ask that you 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 School. We will invest in your development and see this is an exciting opportunity for you and the school. Therefore, we would like you to include the following in your covering letter:

* Your reason for applying for this post
* What motivates you to specialise in your subject
* Evidence that you are a highly effective teacher and leader
* How you develop your own practice
* An example of how you have helped develop the practice of others which has led to improved performance of staff and learners
* 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). 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 Monday 16th October 2017. 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 on Tuesday 31st October 2017. 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 3rd November 2017 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.

We look forward to receiving your application.

Yours sincerely



J E Vincent

Head Teacher