April 2021

Dear Applicant,

**Assistant Headteacher (Early Years Lead) - Helena Romanes School**

We are delighted that you are considering applying for the post of Assistant Headteacher (Early Years Lead) of the primary phase of the Helena Romanes School (HRS). We are seeking a dynamic and enthusiastic teacher and leader. As stated in the advertisement, this is a new role and its creation is a reflection of the exciting period of growth and development that the school is experiencing.

From September 2021, our secondary school will grow as a result of the establishment of a two form entry primary provision. This is in response to increased demand for primary places in the local area. At HRS, we are fully committed to retaining all that is unique about primary education. However, we are also keen to take advantage of the staffing, teaching, curricular and personal development opportunities that exist in the all-through school setting.

This really is a ‘once in a career’ opportunity. Working alongside the Headteacher of the Primary Phase, you will have the opportunity to develop our Early Years provision. From establishing a vision and a curriculum, to appointing your team of staff, this is an opportunity that, if not unique, is rare. Our exciting plans for school relocation are at an advanced stage and I have included further information as a part of the applicant pack.

HRS is a great school to work at and it will provide exceptional experience for the successful candidate. As the school grows, we are committed to providing the successful candidate with additional whole-school experiences to support their continuing professional development.

This is an enormously exciting time to be joining HRS. We have just joined the excellent Saffron Academy Trust, a small and highly effective local trust led by Saffron Walden County High School. The Trust is incredibly supportive, with leaders committed to working for the benefit of all students in all of our schools.

I hope you will want to play a leading role in shaping the next stage of HRS’ development. If so, you should complete the application form and write a supporting letter (no more than two sides of A4). In your letter, please state why you believe you should be considered for the post, together with specific evidence of your recent achievements in education.

In applying for the post you will need to consider the following documents:

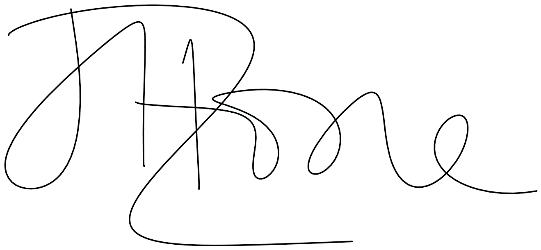
* The advertisement
* Person specification
* Job specification
* General information about the school
* Application form

The closing date for applications is Monday 26th April, 2021 at 9am. Interviews will be held on week beginning 3rd May 2021.

If you have any queries, please contact Ceri Weston on 01371 872560, or by email at [cweston@hrs.education](mailto:cweston@hrs.education).

We look forward to receiving your application.

Yours sincerely





Jennifer Hone Daniel Gee Headteacher Executive Headteacher