

KEY INFORMATION SHEET FOR HEADTEACHER AT

ST ANDREW'S CEVC PRIMARY SCHOOL, GREAT YELDHAM

This sheet sets out the key information for any candidates applying for the post of Headteacher. Please read this information carefully and retain this sheet for reference during the application process.

Application process:

Applicants must complete the application form and submit it to the school by no later than 4.00pm on the closing date of 12 January 2018. All applicants are strongly advised to read the job description and person specification for the post prior to submitting their application.

Selection process:

Applications will be ranked against the person specification for the role.

All shortlisted applicants will be subject to:

1. A face to face interview with the selection panel (which consists of 3 Governors, LA Advisor, Diocese Advisor and 1 further Senior Advisor.
2. Data exercise
3. Teaching observation
4. Assembly

Shortlisted candidates:

Applicants who have been shortlisted for the post will be notified by 19 January 2018.

Prior to the interview date referees will be contacted to request references on all shortlisted candidates.

The school may review social media relating to shortlisted candidates as part of the screening process to ascertain whether candidates demonstrate appropriate conduct and behaviour and suitability for employment in a school.

Interview date:

Interviews will be held at St Andrew's CEVC Primary School on Friday 26 January 2018. Please note the school does not reimburse candidates for interview expenses.

Further information and school visits:

Applicants who require further information or would like to visit the school should contact Gemma Singleton, School Business Manager either by email (singleton@greatyeldhamschool.co.uk) or by phone on 01787 237235.