



Information and Instructions for Applicants

Thank you for your interest in the post of Headteacher at Taverham High School.

Please read the contents of our Recruitment Pack carefully.

An application for the post must include:

- A completed application form, which includes the names and contact details of two referees;
- A supporting statement of no more than two sides of A4 (Arial font – size 11) in which you detail how you meet the enclosed Person Specification. This can be submitted either in the 'Supporting Information' section of the application form or separately.

Your completed application must be received **by 12:00 noon on the closing date (25 January 2021)**. However you submit it, it must be marked for the attention of Mrs C Ross – Headteacher to the PA.

If posting a hard copy of your application to the school, you must post this to arrive in good time at the school address on or before the closing date:

Taverham High School, Beech Avenue, Taverham, Norwich, Norfolk, NR8 6HP

If you are submitting your application by email, you should send it to Mrs C Ross – PA to the Headteacher – at c_ross@taverhamhigh.org. Make clear in the subject line that this is an application by writing 'CONFIDENTIAL Application for Headteacher Post'.

If you have any questions about the application process or to arrange to visit the school for a tour, then contact Mrs C Ross by email: c_ross@taverhamhigh.org or by telephone: 01603 860505 / 861756.

If selected for interview, references will be called at that point.

Interviews take place on 10, 11 and 12 February 2021.

We are very much looking forward to receiving your application.