February 2018

Dear Prospective Applicant,

May I first of all thank you for showing interest in these very significant posts and I hope that after reading the material included, you wish to apply. These posts has become available due to the upcoming retirement of one of our Deputy Headteachers after thirty three years’ service to the school and the promotion of the other to a headship post.

We are looking for professionals with vision and proven track record for school improvement, who will complement the existing senior leadership team. In essence we are looking for all-rounders who have the necessary breadth of experience and expertise to lead significant aspects of the school. One post will focus on the leadership of Teaching & Learning across the school and the other on the development of Curriculum and Assessment.

Staff are very committed to ensuring the best quality education for our young people and I know that the successful applicants will see this is an excellent opportunity to ‘make their mark’ in our school.

Our last Ofsted report in November 2015 graded us as ‘Good’. Unfortunately, since then, results in a small group of subjects have had an impact on our overall achievement scores and we are currently working hard to address this. Signs up to now indicate that 2018 progress measures will improve from those last year. The successful candidates will be instrumental in continuing this improvement and will take major roles in whole school improvement.

Interested applicants are encouraged to visit the school or if you are unable to visit by all means call me if you wish to discuss any aspect of the post. To arrange a visit or telephone call, please contact Mrs. Jayne Rishton, (Headteacher’s PA) who will arrange a convenient time (jrishton@tottingtonhighsch.co.uk). We require the application form and a letter of no more than two sides of A4 outlining why you think you are the right person for the post most relevant in this school and how your experience to date will enable you to move the school forward. Please do not include any other information such as a CV.

Applications must be returned by Friday 2nd March at 12.00pm. Late applications will not be accepted. Short listing will take place during the following week and the interviews are scheduled for week commencing Monday 12th March 2018. If you have not heard from us by the end of the day on Friday 9th March then you have not been successful on this occasion. Due to the expected number of applications we may be unable to provide feedback to candidates not shortlisted for interview.

I hope after reading information about our school, that you feel Tottington High School will suit your ambitions and skills. Thank you for any consideration you have given to your possible application.

Yours sincerely,



**Mr. Brian Duffy**

**Headteacher**