

Dear Candidate

The Governors and I are very pleased to send you the attached information about our school, and the key post of Headteacher. Thank you for the interest you have shown. We believe that this is an exciting opportunity and that the successful applicant will be joining a happy and welcoming community that looks forward to the future.

The challenge presented by this exciting post and the quality of person required is reflected in the proposed salary.

Visits prior to interview for you to see our school in action are strongly encouraged. Please contact Sue Barham on 01304 216810 or email sbarham@dovergramboys.kent.sch.uk to arrange a mutually convenient time to visit.

When making your application, please bear in mind the person specification that we have provided. At shortlisting, we will be looking for evidence in each application of the positive impact that an applicant has had in his / her current post in key areas of school life. e.g.

- strategic planning and school self-review
- the leadership and development of teams of staff
- the analysis and use of data and other strategies for school improvement

At interview we will also wish to explore with applicants:

- their understanding of the role of the Headteacher in monitoring the quality of teaching and learning
- their understanding of the role of Headteacher in the performance management of the whole staff
- their views and experience of the management of school finance
- the knowledge, experience and strengths that each would bring to the post of Headteacher

Within the pack you will find the instructions on how to apply, together with the dates for the stages of the selection process.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. There will be a need for the successful applicant to undertake a criminal record check via the DBS. References, one of which should be from your Chair of Governors / Headteacher, may be sought as soon as applications are received. All applications will, of course, be treated with the strictest confidence.

We look forward to receiving your application and to learning what you would be able to offer our school community and specifically its students, staff, parents and governors.

Yours sincerely



Ian Donald
Chair of Governors