8th February 2021

Dear Candidate,

Thank you for showing an interest in our school and we hope that you will decide to apply for the permanent position of class teacher. The position is suitable for teachers at all stages of their career including NQTs. In the absence of visits to the school we have arranged question and answer sessions via Zoom on Thursday, 25th February at 3pm and Tuesday, 2nd March 2021 at 4pm. Please email Mrs S Vent, School Business Manager [svent@whittlefield.lancs.sch.uk](mailto:svent@whittlefield.lancs.sch.uk) to register your interest in one of the above sessions.

If you decide to apply we would be very grateful if you could follow the guidelines below when writing your letter. We would like you to:

* Tell us why you have applied for this position in our school
* Outline your philosophy of Primary Education and how you have/will put this into practice
* Describe your curriculum strengths
* Outline what skills/talents you have to offer us
* Suggest how we can assist you in furthering your development

Please do not include CVs. The length of your letter should not exceed two sides of A4 and please do not feel that you need to describe all your teaching experience to date as the application form should provide us with that information. I envisage that we will have many applications. It is therefore very important that your letter is clear and distinctive in setting out your personal ideals for primary education.

It is very much hoped that a lesson observation, in COVID secure circumstances, will form part of the interview process. The closing date for applications is 12pm on Friday 5th of March with observations provisionally scheduled for week beginning 15th March followed by interviews on the 25th of March.

We look forward to receiving your application.

Yours sincerely,

Helen Kershaw

Headteacher