

**Exchange Street**

**Accrington**

# BB5 0JD

#### **Tel: 01254 399009**

**email: head@springhill.lancs.sch.uk**

### Community Primary School

***‘To be the best we can be.’***

www.springhillschool.co.uk

## Acting Head Teacher: Mrs H. Kershaw

Dear prospective head teacher,

As a loving school, we have thought about the qualities we would like our new head teacher to possess as he/she joins Spring Hill Community Primary School.

These are the qualities we would like out new head teacher to possess

* Enthusiastic and organised, managing their time efficiently.
* To set a good example and discipline the children when needed
* Come round to see all the children in their classrooms- don’t stay in the office all the time.
* Make improvements for the school but don’t change everything
* Treat everybody equally, no matter whether you are talking to a student or a teacher.

Now we have explained what kind of head teacher we would like to join our school, let us tell you about how we can help you. As a loving, caring, helpful and polite school, we will respect you as we would respect any other individual. Here at Spring Hill, pupils try their best in everything and can always put a smile on your face. Everybody has a voice, and everyone is equal.

Thank you for your interest in becoming our new head teacher. Hopefully, you have found this letter informative and have taken on board our pupil perspective. We hope you submit your application for consideration to become our new head teacher.

We look forward to welcoming you to the warmth of our school home.

Yours sincerely,

Inaya and Rumaysa

On behalf of the pupils at Spring Hill Community Primary School.

