Dear Candidates,

We are writing to tell you what we believe is important for a new Head Teacher at our school. Firstly, we think that the type of person we are looking for needs to be understanding because they will need to lead the way in sorting out any arguments and problems, in order to make our school as happy as possible. We would like a Headteacher with a good sense of humour and someone who is lots of fun. We want someone who will be positive, kind and also someone who is a good listener.

The person who gets the job will need to be strict sometimes to help us always follow the school rules. We want the new Head Teacher to be fair and have lots of experience of working with children in a school, so they can make our school and everyone in it, be the best it can be.

Furthermore, we would like the new Headteacher to be interested in computing, sport, art, science experiments, Design Technology and anything else you think the children at our school would like. We would like someone who will let us have exciting visitors in our school, let us go on school trips and maybe help us to attend some sports tournaments.

We also think it is important for the new Head Teacher to have lots of ideas to keep improving our school and also be good at maths to make sure we have enough money to spend in our budget. We would like you to be good at helping the teachers plan exciting lessons and bring us some new ideas about our learning.

Finally, we definitely want someone who shares our beliefs and treats everyone equally. Our school is only very small but it has a very big heart, we hope you do too.

Thank you for reading our letter. We are looking forward to our new Headteacher joining our school family.

Yours Sincerely

The Children of Downholland Haskayne CE Primary School