Dear Candidate

Thank you for your interest in the post of **Class Teacher.**

The enclosed information should be read before completing the application form and writing a letter of application.

On the person specification the areas to be considered by the appointment panel are clearly indicated. In your application please **address each of these areas**, telling us of your experience and giving examples.

We are Shortlisting for this post on the afternoon of Friday 30th April 2021 and will let you know if you are successful on the same day. If you do not hear from us, you will not be required for interview.

We will send further details about the interview process to the successful shortlisted candidates.

**Data protection:** Information given in this application will be controlled under the Data Protection legislation and will be used for the purpose of recruitment within the organisation. Should your application be successful, the information will then be used for your staff record and payroll purposes. Sending in an application constitutes your permission to process this information both manually and automatically for these purposes.

Please note the following dates:

Deadline for applications: **Friday 30th April 2021 at 12pm** / midday

Shortlisting: **Afternoon of** **Friday 30th Aprl 2021**

Interviews: **Week commencing 3rd May 2021**

Please return your application either by email or post to: -

Mrs Theresa Butterworth, Business Manager,

sbm@st-augustines.manchester.sch.uk

Yours faithfully

Ms R. Shah

Headteacher