27th October 2021,

Dear Applicant,

Thank you for your interest in the position of Headteacher at the Holy Ghost School. The Governing Body wishes to appoint a Headteacher with the drive to lead the school, maintaining its successes to date, and building capacity for its future improvement.

This is an opportunity for an exceptional and passionate Catholic leader to evolve, champion and deliver our aspirational vision.

We are a single form entry Catholic Primary School situated in the Borough of Wandsworth, a leafy outer suburb, with attractive residential areas and a vast expanse of parks and commons offering an exceptional environment, close to London, with excellent public transport connections.

We enjoy high standards academically and were rated outstanding at our last Ofsted inspection. We place the greatest value on nurturing the Christian virtues, initiated at home, and developed through a strong partnership with family and parish.

We seek to provide a happy supportive learning environment where our Catholic mission is lived each day. Through creative teaching approaches, and a broad curriculum, we develop critical thinking across the range of subject areas, challenging children to excellence, whilst at the same time honing positive attitudes and behaviours.

The successful candidate will enjoy unrivalled support and commitment from a dedicated and professional staff team, senior leadership team and a motivated and experienced Governing Body. We enjoy very strong relationships with the Holy Ghost Church which is situated adjacent to the school. The Parish Priest and Assistant Priest work closely with the children and school team. We have a supportive and highly productive relationship with the Diocese Education Service and the local authority in Wandsworth.

If you share our values, and passionate about maintaining and developing high standards, and have a drive for innovation and improvement, we would love to hear from you.

The first step in the selection process is your application. To get the most out of your application, please ensure you read through the person specification carefully and provide specific examples to demonstrate how you meet all the criteria. Other criteria will be assessed elsewhere in the selection process.

Applicants should complete the following forms:

1. The fully completed Catholic Education Service application form.

2. The Recruitment Monitoring form.

3. The Rehabilitation of Offenders Act 1974 Disclosure form.

The deadline for us to receive your completed application: Noon, 29th November 2021.

Shortlisting will take place on Thursday 2nd December 2021 and successful applicants will be invited to an interview and assessment day on Monday 13th December 2021.

You can find further information about the school and the post, including a job description and person specification, and apply online at <https://jobs.richmondandwandsworth.gov.uk>. We encourage applicants to make on-line applications wherever possible. Alternatively, contact Angela Esson, Contracts and HR, Wandsworth Borough Council, Children’s Services Department, Wandsworth Town Hall, Wandsworth High Street, London, SW18 2PU on 020 8871 8272 or email csschools@richmondandwandsworth.gov.uk to receive an application pack.

We look forward to receiving your application.

Yours sincerely,

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**Dr Richard Bogle FRCP PhD**

**Chair of Governors on behalf of the Governing Body**