



23 March 2023

Dear Applicant

Appointment of Headteacher for Lowdham Church of England Primary School

Thank you for your interest in the above post, which is vacant from the beginning of the Autumn term 2023.

The governors are seeking to appoint an experienced professional who will build upon the school's considerable strengths and reputation, and who will lead it forward into its next stage of development.

Please find attached

- application form
- job description
- person specification

Information on Nottinghamshire County Council can be found at www.nottinghamshire.gov.uk

I hope you will find this pack helpful and informative and that it will encourage you to apply for the post.

Requirements of the post

Applicants should hold qualified teacher status. It is no longer a mandatory requirement for teachers appointed to their first headship to hold the National Professional Qualification for Headship (NPQH). For further guidance contact the National College for Leadership of Schools and Children's Services or visit their website.

This school is committed to safeguarding and promoting the welfare of children and young people. Applicants should note that this post is subject to an enhanced DBS disclosure and other mandatory recruitment and vetting checks, as part of the safeguarding process, in order for the governing body and County Council to satisfy itself that the successful candidate is suitable for working with children and young people. The right to work in the UK and work permits will also be required.

How to apply for this post

Please complete the attached application form as fully as possible, apart from section 5. In place of Section 5 write or type a separate letter of no more than 1000 words addressing the following issues, supported by your own experience wherever possible:

- the aspects of your experience and abilities which are most significant in preparing you for this role.

Applicants should not submit a curriculum vitae.

Please also note the following when completing your **application form**:

- Any gaps in paid employment should be accounted for in the section of the application form which asks you to detail periods of unremunerated activity.
- It is essential that one of your referees should be your **current or most recent employer**. If this employment does not involve working with children, your second referee should be your most recent employer **in relation to your work with children**. For an existing Headteacher of a maintained school this should be your County Council or for an Academy this should be the chair of governors or Academy Trust.
- If you are invited for interview, you will need to produce confirmation (originals) of the qualifications which you have indicated you hold.

Completed applications should be emailed to governors@nottscc.gov.uk to arrive no later than **12 noon on Friday 21st April 2023**.

Shortlisting and interview arrangements

Shortlisting is due to take place on 24th April and interviews will be held on 3rd and 4th May 2023.

Sections 35 and 36 of the Education Act 2002/School Staffing (England) Regulations 2009 confirm the County Council's powers to make representations if a governing body is shortlisting a person who is unsuitable for the post of Headteacher. Applicants should therefore be aware that Nottinghamshire County Council may need to consider the implications of these rights. Applicants invited for interview will be contacted as soon as possible after shortlisting. If you have not heard from this office by the date of interviews, please assume that your application has been unsuccessful. The preferred candidate will be expected to satisfy the requirements of the pre-employment checks.

On behalf of the governors, may I thank you for your interest in this post.

Yours faithfully



Emma Wilson
Chair of Governors