May 2025

Dear Applicant

**Team Leader - Permanent**

**From September 2025**

Thank you for expressing an interest in joining the Middle Leadership team in the post of Team Leader at Geoffrey Field Junior School.

We strongly believe that every child in our school should be given the very best opportunities, learning and experiences that we can offer. In the Team Leader role you will work closely with the Assistant Head Teachers and the Senior Leadership Team in ensuring the smooth running of a year group.

The Job Description attached provides you with the full duties and expectations of the role. This role will be appointed on a permanent basis from September 2025.

Please use the information on the Job Description and your experiences to write a letter of application for the role. When completing your letter of application, please include your reasons for applying, the impact you have had at a year group or whole school level and explain why you feel you would be an ideal candidate for this Middle Leadership responsibility. You should refer to the Job Description, and your experience so far, and outline what you would hope to achieve in this role. All letters of application should be sent to [**recruitment@geoffreyfield-jun.reading.sch.uk**](mailto:recruitment@geoffreyfield-jun.reading.sch.uk)

If you would like to discuss this role further, or you have any queries, please do not hesitate to speak to either myself or Jeanette Winsor (our School Business Manager).

Letters of application will be reviewed on receipt along with your Teacher Application and interviews arranged at mutually suitable time.

I look forward to receiving your application.

Yours sincerely,

Ms. R Brown

Headteacher