Alexandra Drive,

Burnage,

##### Manchester.

M19 2WW

Acacias Community Primary School

Headteacher Mr P Webster Deputy Head Mr A Litchfield

Telephone (0161) 224 1598

Email admin@acacias.manchester.sch.uk

Website www.acacias.manchester.sch.uk

28th April 2021

Dear Applicant,

**Class Teacher (KS2)**

Thank you for your interest in the position of class teacher at Acacias, initially based in Key Stage 2. This is a temporary, one year post. The application pack consists of an application form, job description, person specification and school context. It is important you follow the guidance notes included in this letter to maximise your chances of being shortlisted as we anticipate that there will be a large volume of applications for the position.

* Please complete the Acacias application form fully, do not submit a curriculum vitae or any other format of application form.
* In completing the application form please ensure you demonstrate how you meet every point marked with an asterisk in the person specification. Please do this by numbering your paragraphs in line with the numbering on the person specification. Please ensure that you include actual examples of what experience you have that enables you to meet the person specification.

The closing date for applications is 12 noon on the 20th May 2021. Late applications will not be considered. Applicants who have not been contacted by the 25th May have not been shortlisted.

Yours faithfully,



Headteacher