## Draft letter to candidates

Dear

**Appointment of Headteacher/Deputy Headteacher\***

Further to your application for the above post, on behalf of the Governing Body, I am pleased to invite you for interview at [     ] at [     ] on [     ]. The interview details are set out in this letter.

**Pre-interview visit:**

Arrangements have been made for candidates to visit the school prior to interview during [     ]. Candidates should arrive at the school at [     ]. On arrival candidates will meet [     ]. There will be an opportunity for candidates to view the school and to meet staff and pupils. This is not part of the selection procedure.

In order to fulfil the requirements of the Government’s Safeguarding Children & Safer Recruitment in Education guidance, **all** candidates must now have their identity confirmed. Therefore, please bring with you to the pre-interview a recent, clear, passport-sized photograph (your costs are non refundable). The photo will be signed by a designated member of the appointing panel to confirm that it is a true likeness. If you are successful the photograph will be retained on your personal file; if you are unsuccessful you may request that it be returned. If you do not provide a photograph at the pre-interview then the panel may take the decision that you will no longer be considered for the post.

**As part of the clearance process you are required to complete the enclosed Disclosure Application Form and bring it together with your original birth certificate and the following original documents to the pre-interview visit, in order to confirm your identity and current address and to meet the requirements of the Criminal Records Bureau:**

|  |  |
| --- | --- |
| **Documents you must provide as evidence of identity and address for completion of your Disclosure Application Form in addition to your birth certificate** | |
| **EITHER: 2 documents from Group 1 below** | |
| **Passport** any nationality | |
| **UK issued Driving Licence** England/ Wales/ Scotland/ Northern Ireland/ Isle of Man;  either photocard or paper. A photocard is only valid if the individual presents it with the counterpart licence | |
| **EU National Identity Card** EU countries only | |
| **HM Forces ID Card** (UK) | |
| **UK Firearms Licence** | |
| **Adoption Certificate** (UK) | |
| **OR: 4 documents from Group 2 Below** | |
| **Marriage/Civil Partnership Certificate**  **Financial Statement\*\*** e.g. pension, endowment, ISA  **Vehicle Registration Document** (Document V5 old style and V5C new style only)  **P45/P60 Statement (UK)\*\***  **Mail Order Catalogue Statement\***  **Bank/Building Society Statement\***  **Court Claim Form(UK)\*\*** documentation issued by Court Services  **Utility Bill\*** electricity, gas, water, telephone – inc. mobile phone contract/bill  **Exam Certificate** e.g. GCSE, NVQ, O/A Levels, Degree  **TV Licence\*\***  **Addressed Payslip\***  **Credit Card Statement\***  **National Insurance Card (UK)**  **Store Card Statement\***  **NHS Card (UK)**  **Mortgage Statement\*\*** | **Benefit Statement\*** e.g. Child Allowance, Pension  **Insurance Certificate\*\***  **Certificate of British Nationality (UK)**  **Council Tax Statement (UK)\*\***  **Work Permit/Visa (UK)\*\***  **A document from Central/Local Government/Government Agency/Local Authority giving entitlement (UK)\*** eg. Department for Work and Pensions, the Employment Service, Customs & Revenue, Job Centre, Job Centre Plus, Social Security.  **One of the following documents from the Borders and Immigration Agency (BIA) (formerly the Immigration and Nationality Directorate – IND) (UK). NB:** Do not use more than one of the following documents. Convention Travel Document (CTD), Stateless Person’s Document (SPD), Certificate of Identity (CID), Application Registration Card (ARC)  **Connexions Card (UK)**  **CRB Disclosure Certificate\*\***  **Letter from a Head Teacher\*** |
| **Documents marked \* should be less than 3 months old and those marked \*\*issued within past 12 months** | |

**Under Safer Recruitment Regulations candidates will not be able to attend for interview unless these checks have been completed at the pre-interview visit except in exceptional circumstances where a candidate is unable to attend the pre-interview visit.**

The following candidates have been selected for interview:

* [Name 1]
* [Name 2]
* [Name 3]
* [Name 4]
* [Name 5]

**Interview arrangements:**

*For example:*

The first stage of the interview will require candidates to meet with small interview panels composed of members of the Governing Body and Advisers to discuss:

* Teaching, Learning and Curriculum (Panel 1)
* Leadership and Management (Panel 2)
* Church and Community (Panel 3)

Candidates will spend twenty minutes with each Panel. Candidates will give a presentation to the Panel for five minutes upon each of the topics and may, if they wish, use notes. Visual Aids (eg OHP, PowerPoint), may/may not be used. The presentation will be followed by discussion with the Panel about the issues raised and questions from Panel members. The timetable is attached.

|  |  |  |
| --- | --- | --- |
| **PANEL** | **TOPIC** | **MEMBERS OF THE PANEL** |
| **1** | Teaching, Learning and Curriculum |  |
| **2** | Leadership and Management |  |
| **3** | Church and Community |  |

Following the Panel interviews, Governors will decide which candidates they wish to see at the second stage, which will take place in the afternoon. Candidates asked to stay for the second stage will be required to start the interview by giving a presentation on how they see the role of Headteacher with particular reference to [     ] School. This should not exceed ten minutes and the interview will be developed from this presentation.

It is expected that the Governing Body will be able to inform you of their decision on the day.

The successful applicant will be required to produce original certificates for all qualifications stated on their application form prior to the appointment being confirmed. Candidates for headship who are working towards NPQH should bring along documentary evidence that they are have been accepted onto the full programme.

References will be taken up on all shortlisted candidates and you are advised to remind your referees that under the Government’s guidance on Safer Recruitment, a reference will be required before any offer of employment can be made. Your referees have been asked to return the reference before the interview date.

Travelling and subsistence expenses will be paid in accordance with the Authority's scheme. Expenses may be withheld from candidates who withdraw at the interview. An expenses claim form is enclosed.

Please telephone [      ] on [     ] to confirm that you will attend the pre-interview visit and the interview. Please let us know if you have any special needs that will require specific arrangements or adjustments to be made.

Yours sincerely

**ENC**