

April 2024

Dear Applicant,

Assistant Headteacher - Primary Phase

We are delighted that you are considering applying for the post of Assistant Headteacher of the primary phase of Helena Romanes School (HRS). We are seeking a dynamic and enthusiastic teacher and leader.

In September 2021 we became an all through school, adding a primary phase to our established secondary and sixth form provision. This is in response to increased demand for primary places in the local area. At HRS, we are fully committed to retaining all that is unique about primary education. However, we are also keen to take advantage of the staffing, teaching, curricular and personal development opportunities that exist in the all-through school setting.

This really is a 'once in a career' opportunity. Working alongside the Headteacher of the Primary Phase, you will have the opportunity to develop our provision as our school continues to grow. Our exciting plans for school relocation are at an advanced stage and building work has now commenced.

HRS is a great school to work at and it will provide exceptional experience for the successful candidate. We are part of the excellent Saffron Academy Trust, a small and highly effective local trust. The Trust is incredibly supportive, with leaders committed to working for the benefit of all students in all of our schools.

I hope you will want to play a leading role in shaping the next stage of HRS' development. If so, you should complete the application form and write a supporting letter (no more than two sides of A4). In your letter, please state why you believe you should be considered for the post, together with specific evidence of your recent achievements in education.

In applying for the post you will need to consider the following documents:

- The advertisement
- Person specification
- Job specification
- General information about the school
- Application form

The closing date for applications is Monday 13th May.

If you have any queries, please contact Bev Louth on 01371 876593, or by email at blouth@hrs.education.

We look forward to receiving your application.

Yours sincerely,



Jennifer Hone
Primary Phase Headteacher