

**Crofton Academy**  
**Headteacher**  
**£79,872 – £93,544**

**Guidance on completing your application**

The Headteacher salary is paid on a seven point salary scale. If as a result of their current salary, the successful candidate is eligible to be appointed at one point other than the minimum of the advertised salary range; then the governing body will pay one point higher than their existing salary, up to a maximum of the mid point of the range.

**Guidance on completing the supporting statement**

Please read this application pack carefully. In this pack you will find information about the school, an application form, the job description and Headteacher Person Specification. Please provide a completed application form and a supporting statement that, referring to the Headteacher Specification, clearly sets out:

*How your experience to date prepares you for the position at Crofton Academy and has informed your practice for the sections/criteria shown in the person specification.*

1. Please ensure that the supporting statement does not exceed more than 1500 words in total and is in a legible font and size (e.g. Arial size 11).
2. That it is accompanied by a fully completed application form.
3. CVs are not acceptable.

If you do not comply with these requirements this will affect the shortlisting process of your application.

**Recruitment and Selection**

Post advertised in TES and online

**Friday 29<sup>th</sup> January.**

Opportunity to visit the Academy prior to application. Recommended.

**Wednesday/Thursday 3<sup>rd</sup>/4<sup>th</sup> February.**

Closing date for receipt of applications.

**Friday 19<sup>th</sup> February 12 noon.**

Shortlisting Meeting.

**Wednesday 24<sup>th</sup> February.**

Assessment day 1 (on school site).

**Tuesday 8<sup>th</sup> March.**

Assessment day 2 (off school site).

**Wednesday 9<sup>th</sup> March.**

Starting Date

**September 2016 (or earlier)**

**Please Note:** If you have not been contacted within one week of the short listing date, then please assume your application has been unsuccessful.

For all matters concerning the application process or arrangements for a visit you should contact Louise Stirk on 01924 862985.

Completed applications should be sent by email to [louise.stirk@croftonacademy.org.uk](mailto:louise.stirk@croftonacademy.org.uk) or by post to Louise Stirk, Crofton Academy High Street Crofton, Wakefield, WF4 1NF.