

# SPECIMEN TIMETABLE FOR SECONDARY DEPUTY HEADTEACHER INTERVIEW (TWO DAYS, BASED ON FIVE CANDIDATES)

---

## DAY ONE

9.00	The board meet <ul style="list-style-type: none"> <li>▪ Opening prayer</li> <li>▪ Confirm arrangements for the day</li> </ul>
10.00	Panel Carousel 1
10.30	Panel Carousel 2
11.00	BREAK
11.20	Panel Carousel 3
11.50	Panel Carousel 4
12.20	LUNCH
13.20	Panel Carousel 5
13.50	Panel Carousel 6
14.10	BREAK
14.20	The board deliberate
15.10	Chair of the board and advisers meet candidates to discuss the arrangements for day two including presentation topic. It is usual to prohibit use of PowerPoint. Examples of panel carousels with six candidates and six separate panels.

Carousel	Task	Candidate					
1.	Collective Worship	A	F	E	D	C	B
2.	Data Task	B	A	F	E	D	C
3.	Student Panel	C	B	A	F	E	D
4.	Pastoral Panel	D	C	B	A	F	E
5.	Curriculum	E	D	C	B	A	F
6.	Teach	F	E	D	C	B	A

## DAY TWO

- 9.00 The board meet
- Opening prayer
  - Confirm arrangements for the day
- 9.20 Presentation: Candidate 1  
Ten minutes max: five mins for questions
- 9.35 Interview: Candidate 1
- 10.20 Presentation: Candidate 2
- 10.35 Interview: Candidate 2
- 11.20 BREAK
- 11.40 Presentation: Candidate 3
- 11.55 Interview: Candidate 3
- 12.40 LUNCH
- 13.40 Presentation: Candidate 4
- 13.55 Interview: Candidate 4
- 14.40 Presentation: Candidate 5
- 14.55 Interview: Candidate 5
- 15.40 BREAK
- 16.00 The board deliberate
- 17.00 Decision