

# SPECIMEN TIMETABLE FOR PRIMARY DEPUTY HEADTEACHER INTERVIEW (ONE DAY, BASED ON FOUR CANDIDATES)

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9.00 Governing body meeting

- Opening prayer
- Confirm arrangements for the day

9.15 Candidates arrive

- Identification and qualification checks

9.30 Collective Worship and data task

Time	Collective Worship	Data
9.30	Candidate 1	Candidate 2
9.50	Candidate 3	Candidate 4
10.10	Candidate 2	Candidate 1
10.30	Candidate 4	Candidate 3

10.50 BREAK

11.10 Presentations (10 minutes with 5 minutes for questions)

Time	
11.10	Candidate 1
11.30	Candidate 2
11.50	Candidate 3
12.10	Candidate 4

12.30 LUNCH - Candidates lunch with the board and staff

13.00 Governor body reconvenes

- Agreement of questions for the afternoon and who will ask the questions

14.00 Formal Interviews

- Approximately 40 minutes per candidate
- At the end of the interview chair confirms that candidate is a practising Catholic and will accept the post if offered

Time	
14.00	Candidate 1
14.40	Candidate 2

15.20 BREAK

15.30	Candidate 3
16.10	Candidate 4

16.40 Deliberation

- Feedback on Collective Worship task
- Feedback on data task
- Discussion presentation task

17.40 The decision

- The board use criteria to identify strongest applicant
- Offer post (see model letter)

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

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## 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.	RC Ethos Panel	E	D	C	B	A	F
6.	Teaching and Learning Panel	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

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

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## DAY ONE

- 9.00 The board meet
- Opening prayer
  - Confirm arrangements for the day
- 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



# MODEL INVITATION TO INTERVIEW

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INSERT APPLICANT'S NAME HERE  
INSERT APPLICANT'S ADDRESS HERE

INSERT DATE HERE

Dear INSERT APPLICANT'S NAME HERE

Re: INSERT POST TITLE - DEPARTMENT HERE

Thank you for submitting your application form for consideration for the above post.

I am delighted to invite you to attend an interview on INSERT DATE HERE at INSERT TIME HERE to be held at INSERT VENUE HERE . On arrival you should report to INSERT NAME OF PERSON/RECEPTION ETC HERE .

## Interview details

Details regarding the format for the day are enclosed.

## Documents enclosed with this letter

Enclosed with this invitation to interview letter are the following documents:-

1. The Catholic Education Service Model Contract of Employment for DELETE AS APPROPRIATE: SENIOR LEADERSHIP GROUP 1/SENIOR LEADERSHIP GROUP 2/TEACHER/SUPPORT STAFF/LAY CHAPLAIN which will be the contract of employment offered to the successful applicant;
2. Our Diocesan 'Briefing Note' which sets out our understanding and expectations of what it means to be a 'practising Catholic' which we believe will assist applicants to understand our Catholicity requirements as indicated in the post advertisement and/or the application form and notes to applicants.
3. Equality Act 2010 Reasonable Adjustments Statement.

At the interview you will be required to sign a copy of this letter confirming that you have received, read and understood the content of this letter and the enclosures thereto.

## Disclosure and Barring Service check

This post is conditional upon satisfactory completion of Disclosure and Barring Service (DBS) checks. You will be required to submit to DBS checks should your application be successful and you have indicated your consent to such DBS checks being made in your application form.

## Right to work in the UK

Under the provisions of the Immigration, Asylum and Nationality Act 2006, we are legally required to verify that you have permission to work in the UK. Therefore, please bring **original** documentary evidence of such to the interview. Examples of evidence required can be found in the *Notes to Applicants* which were provided with your application form.

## Evidence of identity

As part of the DBS checks we are required to gather three forms of evidence to confirm your identity. You should, therefore, bring with you to the interview three original documents from the following list (please note that you **must** provide at least one form of evidence from Group 1 and, where you provide any documentary evidence from Groups 2a or 2b, at least one of those must state your current address):

- Group 1: Valid Passport/Biometric Residence Permit (UK)/Current Driving Licence (Full or Provisional) (UK/Isle of Man/Channel Islands)/Birth Certificate (UK and Channel Islands) – issued at time of birth.
- Group 2a: Current UK Driving Licence (old style paper version)/Current Non-UK Photo Driving Licence (valid for up to 12 months from the date that the applicant entered the UK)/Birth Certificate (UK and Channel Islands) – issued after the time of birth/Marriage Certificate (UK and Channel Islands)/Adoption Certificate (UK and Channel Islands)/HM Forces ID Card.
- Group 2b: Mortgage Statement (UK and EEA) (not more than 12 months old)/Bank or Building Society Statement (UK and Channel Islands and EEA) (not more than 3 months old)/Bank or Building Society Account Opening Confirmation Letter (UK)/Credit Card Statement (UK and EEA) (not more than 3 months old)/Financial Statement e.g. pension/ISA etc (not more than 12 months old)/P45 or P60 (UK and Channel Islands) (not more than 12 months old)/Council Tax Statement (UK and Channel Islands ) (not more than 3 months old)/Work Permit or Visa (UK) (UK Residence Permit)/Utility Bill (UK) – not mobile phone bill – (not more than 3 months old)/Benefit Statement (not more than 3 months old)/A Document from Central or Local Government, a Government Agency or a Local Authority giving an entitlement (UK and Channel Islands) (not more than 3 months old)/EU National ID Card/Cards carrying the PASS accreditation logo (UK and Channel Islands).

### **Evidence of qualifications**

You will be required to bring to your interview all evidence of any relevant qualifications and grades attained as indicated by you in your application form. Please bring **original** documents.

### **Special requirements**

We are committed to ensuring that all applicants are able to fully participate in the recruitment process as far as is reasonable and, to that end, we enclose our *Equality Act 2010 Reasonable Adjustments Statement* which sets out some examples of the types of adjustments we may be willing to make, where it is reasonable to do so, to ensure fair access to disabled applicants.

Should you require any additional arrangements and/or adjustments to be made in order to fully take part in any part of the interview process please contact INSERT NAME HERE , INSERT JOB TITLE AND CONTACT TELEPHONE NUMBER HERE with your requirements.

### **Confirmation of attendance**

Please contact INSERT NAME HERE , INSERT JOB TITLE AND CONTACT TELEPHONE NUMBER HERE to confirm your attendance at interview.

INSERT ANY OTHER RELEVANT INFORMATION HERE IF APPROPRAITE. DELETE THIS PARAGRAPH WHERE NOT RELEVANT.

We look forward to hearing from you.

Yours sincerely,

INSERT NAME ETC HERE



