



Dear Candidate

We are pleased that you are applying for the post of Classroom Cover Supervisor at our school. When applying could you please:

1. Complete the Birches Head Academy Application Form available to download from our website.
2. Write a letter of no more than 1 side of A4 that states:
  - What personal qualities and skills you think you can offer to the post and school.
  - How your experience to date has prepared you for this role.

The deadline for applications is 9am Friday 13<sup>th</sup> July 2018 and these should be sent to our Office Manager, Miss R Leyland either by email [rleyland@bircheshead.org.uk](mailto:rleyland@bircheshead.org.uk) or by post FAO Miss R Leyland, Officer Manager, Birches Head Academy, Birches Head Road, Stoke on Trent, ST2 8DD

Thank you

A handwritten signature in black ink, appearing to be "R. Leyland", written over a faint horizontal line.

Headteacher