

Headteacher:
Miss M. Kelliher

ST. AUGUSTINE'S CATHOLIC PRIMARY SCHOOL

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30th November 2018

Dear Parents/Carers,

Headteacher recruitment Update from the Governing Body

It has been a number of weeks since I last wrote to inform you of the decision that Ms Kelliher had made, in respect to her retirement from teaching. As stated in the last notice, the job to find and appoint a new headteacher rests with your Governing Body. I was able this week to update the Full Governing Body on the status and progress made by the Recruitment Panel, and now would like to share where we are with you.

The panel members, which include Father Gianni, Anabel Gonzalez, Reinaldo Soto-Rosa, Cathy Doogan and myself, have met on multiple occasions to work out what we need to do, how we do it and what to expect.

The first step has been to define the job description and person specification. As we need to find the right person, with the skills, qualities, personality and shared ethos and aims that we currently have and want to build upon, we have spent the appropriate amount of time on this. We now have a description that captures those objectives. In parallel, we have been researching on the what, the how, the costs and where we should advertise, and the plan for that was also agreed this week.

As I am sure you are all aware, the time between now and Christmas is hectic, and therefore, we have decided that we will start to advertise in the first academic week back in January. This approach will also allow us to re-advertise if required, and still meet specific dates for potential candidates to apply and if successful, resign from their current posts.

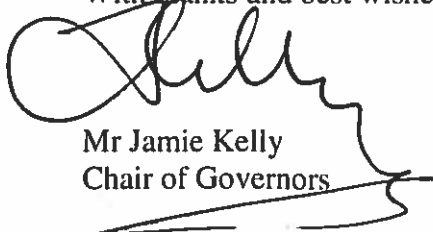
Our next steps are to place the adverts, finalise the application and interview process, and set dates for us to achieve and complete the appointment.

Thank you for your continued support during this time; the Governing Body want to keep you informed re what is happening and will continue to provide updates on status and progress.

We have a lot to look forward to over the next few weeks, including the Infant Nativity Play and the shared Parish & School Carol Service, both of which are wonderful events, and of course not forgetting the Christmas Fair.

Please keep us all in your prayers as we step through this process.

With thanks and best wishes,



Mr Jamie Kelly
Chair of Governors