



Archdiocese of Birmingham

St. Mary's Catholic Academy

Principal: Mrs S Rathbone BA (Hons) NPQH,

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Thursday 26th February

National Careers Week- Head Teacher for the Day

Dear KS2 Children,

We are excited to announce a fantastic opportunity at our school — we are looking for a Head Teacher for the Day! Have you ever wondered what it would be like to take on the important role of a head teacher?

Now is your chance to find out!

The successful applicant will take on a range of special responsibilities, including:

- Meeting and greeting parents at the school gates in the morning
- Leading the Friday's celebration assembly
- Taking part in lesson visits around the school
- Supporting staff and pupils throughout the day
- Representing our school with pride and positivity

This is a wonderful opportunity to develop your confidence, leadership skills and sense of responsibility.

How to Apply

- If you would like to apply, you must write a formal letter of application explaining:
- Why you would like to be Head Teacher for the Day
- Why you think you would be good at the job
- What you believe are the most important qualities and skills of a successful head teacher
- Any experience you have that would help you in this role (for example: being a school councillor, playground leader, team leader, prayer leader, class leader, etc)

Following your letter, you may be invited for an interview. This will take place on Thursday 5th March

Remember to:

- Use formal language
- Organise your ideas into clear paragraphs
- Check your spelling and punctuation carefully
- Present your letter neatly

This is your chance to show us your leadership potential, responsibility, kindness and ability to be a positive role model for others.

We look forward to reading your applications and discovering who will take on this exciting role!

Good luck!

Yours sincerely,

Mrs Statham
Head of School