

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

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

16.50 Deliberation

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

17:50 The decision

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