

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

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8.45 Governing body briefing

1. Opening Prayer
2. Confirm arrangements for the day
3. Discussion of presentation task

9.15 Candidates arrive.

9.30 Tour of the school and Collective Worship (ten minutes with half of full school reception to year 6)

Time	Collective Worship (school hall)	Tour
9.30	Candidate 1	Candidate 2
10.00	Candidate 2	Candidate 1

10.30 BREAK

Time	Data Task	School Council
10.45	Candidate 1 given data	Candidate 2
11.15	Candidate 1 data presentation	
11.15	Candidate 2 given data	Candidate 1
11.45	Candidate 2 data presentation	

12.15 Candidate identity and qualification checks

12.30 LUNCH - Candidates lunch with the board and staff

13.00 Governing body reconvenes

- Agreement of questions for the formal interview and who will ask the questions

13.00 Presentations. Candidates have 30 minutes preparation time.  
(Presentation 10 minutes with 5 minutes for governor questions).

Time	
13.00	Candidate 1 given presentation title
13.30	Candidate 2 given presentation title
13.30	Candidate 1 presentation
14.00	Candidate 2 presentation

14.30 BREAK

14.40 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	
14.40	Candidate 1
15.20	Candidate 2

16.00 Deliberation

- Feedback on Collective Worship task
- Feedback on data task
- Feedback on school council
- Presentation
- Interview

17.00 The decision

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