**Appendix 5 - Interview tasks and activities**

**In-tray/Discussion exercises:**

* Scenario 1
* Score each scenario from 1 – 5 in order of priority/seriousness (1 least serious/low priority, 5 most serious/high priority)
* Place each scenario in the order that you would deal with it during the day (1 – first etc.)
* Give a **brief** outline of the action(s) that you would take to resolve the issue.
* Scenario 2 - Budget and timetabling issue.
* Scenario 3 - Teaching and Learning issue.

**Written Task**

* Response to a letter of complaint
* First Newsletter
* Brief article promoting the school in the community

**Data Exercise**

* Use ASP to identify key priorities for raising standards and progress
* Identify specific groups of children who are making less progress than other groups
* Internal data analysis of a specific subject – key findings

**Financial Exercise**

* Analyse a monthly out-turn and write a short report identifying where savings could be made/issues etc.

**Learning Walk**

* Use learning walk to identify possible areas for development or a key strength.

**School Priorities**

* Based on data analysis, learning walk, previous OFSTED/SIAMS inspections (if relevant) identify three key priorities that would be a focus on taking up post

**Lesson Observation**

* Undertake a 20-minute observation and feedback findings to the teacher observed by governors and Adviser

**Collective Worship**

* Lead act of Collective Worship observed by Governors and Adviser *(this should take place for all interviews of Headteachers in Church Schools)*

**School Council/Worship Committee/group of children**

* Meet and answer the children’s questions observed by the governors
* Allow time for children to feedback their thoughts.

**Presentation**

* Chose a specific focus for the presentation linked to school priorities
* Candidates to present on overall findings from day
* Give an ‘educational’ phrase/sentence to present their personal thoughts on it.

*Be wary of giving the title ‘Moving from Good to Outstanding’ Also consider whether to allow use of technology and if so ensure that all candidates are made aware of this prior to the interview*