

October 2018

Dear Applicant

**Learning Support Assistant**

Thank you for your interest in the above vacancy.

I am pleased to enclose:

- An application form
- A job profile

Downsend is a co-educational day preparatory school, providing education for children aged 2 – 13 years. With three separate pre-preparatory schools, each with its own Head and dedicated staff, and a preparatory school for the older children, Downsend is a thriving and vibrant school which provides a refreshingly different education through a broad based curriculum leading to outstanding academic success.

We are looking to recruit a Learning Support Assistant to work at our main site based in Leatherhead. The welfare of our children is of prime importance and our aim is to ensure that all children want to come to school and have fun while they learn. Children who are happy and enjoy the daily challenge of school will do well academically and socially.

The attached job profile gives an indication of the tasks and responsibilities involved in this role but can only give a list of duties and cannot fully convey how the school works. Therefore, if you would like further information about the role, please email: [sue.wood@downsend.co.uk](mailto:sue.wood@downsend.co.uk)

This is a part time position and hours of work will be discussed at interview.

If you wish to apply for this post please return the completed application form together with a covering letter explaining:

- i) your reasons for applying for the post; and
- ii) how your knowledge, skills and experience match those required.


You may also send a CV if you wish, but this must be in addition to the application form, **not** instead of it.

The closing date for applications is Monday 22 October. Candidates will be contacted promptly if they have been selected for interview. All applicants will be advised of the outcome of their application.

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

I look forward to receiving your application.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Ian Thorpe', with a stylized flourish at the end.

**Ian Thorpe**  
**Headmaster**