27 February 2018

Dear Applicant,

Thank you for your interest in the post of Teacher of English at Alleyne's Academy. The appointment will be from 1 September 2018. It will be a permanent fulltime post and will be paid on the Teachers’ Pay Scale in accordance with the current Teachers’ Pay and Conditions document.

Enclosed/attached is a recruitment pack setting out the duties and responsibilities of the post, which I hope you will find helpful. If you have any supporting documentation that demonstrates how you meet the person specification please included this with your form.

**Recruitment pack contents:** Guidance Notes, Application Form, Recruitment Monitoring Form, Job Description, Person Specification, English Department Details, Safeguarding Policy (we have not included in the pack but it can be downloaded from the school web site under the heading “Policies”: www.alleynesacademy.co.uk

Please note to be considered for this post you must fully complete both the application form and recruitment monitoring form and return them to me by 12.00 noon, Monday 19th March 2018. In addition please write a letter in support of your application which includes a brief description of your approach to the teaching of English and how you feel you could contribute to outstanding teaching in these areas. Your letter should be no more than two sides of A4 paper. You may email these to the school to: office@alleynes.staffs.sch.uk or fax it to 01785 337428. Interviews will take place on Thursday 22nd March 2018. If you require any further clarification or information relating to this post please do not hesitate to contact me.

This school is committed to safeguarding and promoting the welfare of children and young people/adults and expects all staff and volunteers to share this commitment.

This position is subject to a Disclosure and Barring Service check (DBS formerly CRB) under the Rehabilitation of Offenders Act 1974. Further details regarding this check are available from school or by visiting www.crb.gov.uk.

Yours sincerely



**Ms K Lockett**

Headteacher