# January 2018

Dear Applicant

We are delighted that you have decided to request the details about the post of Coordinator of French and Spanish at The Towers. I do hope that the information you find in this letter will help you with your decision about applying for the post. What you will read should give you a sense of the nature of our school but if you have any questions or would like to visit the school, please contact us on the school telephone number or email address above.

The Towers takes children from the ages of 4 to 16. We are very proud of the many varied achievements of our pupils and the GCSE results particularly as we are non-selective. These results are due to dedicated and enthusiastic teachers and support staff who are eager to share best practice in all disciplines.

Our school motto is ‘semper fidelis’, always faithful. We are a strong Catholic community which welcomes children of all faiths and none in which every member of staff makes a contribution to the spiritual and moral life of the school. We do this as role models in our relationships with students and in the way in which we work together.

We believe in ‘learning together’ and there is a great emphasis placed on relationships and respect within our community. We have an extremely strong code of conduct; standards of behaviour are good and our students enjoy learning!

The Towers has certainly gone from strength to strength and if you feel that you would like to play a part in its continued success I would be delighted to receive your application. In order to continue with your application you need to complete and return the application form with a covering letter highlighting why you would be suitable for the post. Our Child Protection Policy, KCSiE (Keeping Children Safe in Education) the statutory guidance from the DfE and Staff Code of Conduct, can be found on our website and should be read prior to your being called for interview.

Applicants must be aware that as part of our safeguarding process we reserve the right to contact any previous employer and it is usual practice for us to contact referees prior to interview. If called for interview you would need to advise us if adjustments are necessary in order for you to fully participate in the interview process. The Towers is an equal opportunities employer.

Yours sincerely



Clare Trelfa (Mrs)

Headmistress