REDDAM House

BERKSHIRE

Bearwood Rd, Sindlesham,
Wokingham RG41 5BG

+44 (0) 118 974 8300
reception@reddamhouse.org.uk
reddamhouse.org.uk

Admissions
registrar@reddamhouse.org.uk

March 2018

Dear Applicant

Subject Coordinator, Geography

I am delighted that you are expressing an interest in working at Reddam House. I am pleased to enclose:

- An application form
- A job description and person specification

Reddam House Berkshire is a co-educational, independent school that aspires to excellence in education for girls and boys from three months to 18 years old. The unique Reddam House philosophy and our formula for success are based to a large degree on the quality and depth of our curricula, cultural and sporting activities and especially our teaching staff, fully recognising that what goes on in the classroom between teacher and student strongly influences the success of the school.

We have a requirement for a qualified and experienced teacher to join our School as Subject Coordinator for Geography. The successful candidate will be a creative and dynamic practitioner who will be able to contribute to the planning of the Geography curriculum at KS3-5.

To apply for this post, please complete the application form and a letter supporting your application. In your letter you should:

- State your reasons for applying for this post
- Outline the experiences that you believe have prepared you for this post
- Describe the skills and strengths that you will bring to the school.

Please note that the application form must be completed in full. It is not sufficient to substitute a C.V. for all or any part of the form. Completed applications should be returned to the Heads' PA, Mrs Ilona Varey via email i.varey@reddamhouse.org.uk. The closing date for applications is **Friday 20th April 2017**.

Please note that it is our practice to take up references before shortlisting for interview. If you would prefer us not to do so unless you are shortlisted, please indicate this clearly in your application. Current and previous employers will be contacted as part of the verification process pre-appointment checks. When an applicant is short-listed, any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview. Your referees should include your most recent employer. References from relatives or friends are not acceptable.

The School is 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. Appointment is subject to an enhanced Disclosure and Barring Service (DBS) check for regulated activity.

Yours Sincerely



Tammy Howard
Principal