



## DOWNSEND SCHOOL

April 2018

Dear Applicant

### **Special Education Needs Co-ordinator at Downsend Pre-Preps**

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 appoint a SENCo to work at each of our three Pre-Preps based in Ashted, Epsom and Leatherhead. The Pre-Preps admit children from 2-6 years (extending to 2-7 years from September 2020). 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. Parents are made welcome at the Pre-Preps to discuss any issues which may arise.

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)

Currently, the role is a part-time post but there is the possibility of this being extended to a full-time role subject to funding. Hours of work will be discussed at interview.

The salary level will be subject to experience and qualifications.

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 30 April. 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 that reads 'V Conlan'. The 'V' is stylized and large, followed by 'Conlan' in a cursive script.

Vanessa Conlan  
Head Teacher  
Downsend Pre-Prep Epsom

**Signed:** ..... (Post Holder)

Name: \_\_\_\_\_

Date: \_\_\_\_\_