

March 2020

Dear Sir/Madam,

Thank you for your enquiry concerning our vacancy for a permanent, full-time Head of Modern Foreign Languages. I am pleased to enclose information about the College and the post, including a job specification and an application form.

The post offers an **outstanding opportunity** to join a highly experienced and mutually supportive team of teachers in a College which is graded as 'outstanding' by OFSTED and is a National Teaching School, known for quality, success and innovation.

Naturally, we wish to appoint a dynamic, enthusiastic and hardworking teacher to lead the Modern Foreign Languages Department. Equally important, though, we are looking for someone who is willing to help make the College a purposeful and supportive community in which to work.

Whether you are an experienced Head of Department or someone looking for their first Head of Department role, I can assure you that you will be **fully supported** as you settle into College life. We have a well-developed mentoring system and a comprehensive continuing professional development programme.

I hope that you will be interested in applying for this post and, if so, please would you complete the Teachers application form and return it to the Personnel Department by email to [jobs@reigate.ac.uk](mailto:jobs@reigate.ac.uk) as soon as possible but **no later than 9.00 a.m. on Monday 6 April 2020**.

**If you have not heard from us within two weeks of the closing date, please assume that you have not been short-listed for this post.**

I look forward to hearing from you.

Yours sincerely,



Nick Clark  
**Principal**