12th June 2017

Dear Applicant,

In response to your request for an application form for the post of PE Coach / Cover Supervisor, please find enclosed:

* Job description;
* Person specification;
* Application form;
* Summary grid.

At Downshall Primary School, we have high aspirations for all our pupils and work hard to ensure that we appoint dedicated and enthusiastic staff who are as committed to our pupils’ success as we are.

The PE team is led by an experienced PE Instructor who will mentor and support the successful applicant.

The majority of former PE/Cover Instructors at Downshall are now either qualified or trainee teachers. If you are interested in developing your future career the school will encourage and support candidates with potential.

If the job description and person specification sounds like the post you are looking for, then please apply and come and join our supportive team.

Our staff matter to us because they build our childrens’ future.

If the job description and person specification sound like the post you are looking for, then please apply and come and join our supportive team.

The closing date for receiving applications is:

**Wednesday 28th June 2017 at 4.00pm.**

I look forward to receiving your application, which can be either posted or scanned and emailed back to [admin.downshall@redbridge.gov.uk](mailto:admin.downshall@redbridge.gov.uk), stating PE Coach/Cover Supervisor in the subject field.

**Please complete the application form provided in our application pack.**

**Applications made on any other forms and CVs will not considered.**

Please do not attach supporting letters or a personal statement, but include your experience and relevant details in the appropriate place on the form and the summary grid (please complete the grid by hand).

Yours sincerely,

Ian Bennett

Headteacher