



4 February 2019

Dear Applicant

Head of English

Thank you for your interest in the above vacancy.

I am pleased to enclose:

- An application form
- Application Guidelines
- A job profile

Downsend is a co-educational day preparatory school, currently providing education for pupils from 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.

In November 2017, we made the landmark decision to expand Downsend's provision. With effect from September 2020, we will welcome Year 9 pupils on site for the first time and, in May 2023, our current Year 6 pupils will be the first Downsend pupils to sit the English exams at GCSE level. This expansion comes with a multi-million pound investment which will see the building of a £5m Creative Arts Centre, due for completion by September 2020. The Head of English at Downsend will be key in determining the direction of the subject at the school, including syllabus and Board, resourcing and timetabling. Due to the strategic involvement of the successful candidate, it is likely to be attractive to an individual seeking Deputy Headship as their next career move.

The 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 and responsibilities, please contact Sue Wood on 01372 385419 or sue.wood@downsend.co.uk who will be pleased to discuss it with you.

The Head of English is a crucial role in the school, leading and managing the teaching of English across Key Stages 1-4 and promoting an inquisitive approach to learning. The school's innovative approach to 'Inspiring Young Minds' should be in line with your own educational philosophy, and the expectation is that the successful candidate will be the lead teacher in the department at GCSE, Common Entrance and Scholarship level, as well as making a significant contribution to the extra-curricular life of our busy school.

The post involves major responsibility for the safeguarding of children. Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared. All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check.

The school day starts at 8.30am and finishes at 4.15pm. Our Extended Day provision ends at 5.45pm. The teacher will need to commit to such extra hours as may be necessary for the proper fulfilment of duties.

Please complete the application form and return to me with a covering letter explaining why you consider yourself suitable for this post. 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 **Monday 18 February 2018**. Candidates will be contacted promptly if they have been selected for first round interviews, which will be held in the **week beginning 25 February**. All applicants will be advised of the outcome of their application.

Please do contact me if you have any questions, and I look forward to receiving your application.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Ian Thorpe', with a stylized flourish at the end.

Ian Thorpe
Headmaster