

February 2019

Dear Applicant

Key Stage 2 Class Teacher – Maternity Cover

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, 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.

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 email Sue Wood, HR Administrator on sue.wood@downsend.co.uk who will be pleased to discuss it with you.

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. Appointment is subject to an enhanced Disclosure and Barring Service (DBS) check for regulated activity (if the candidate has lived in the UK). It is also essential and a mandatory condition of your employment that you undergo criminal, police or embassy record checks (as appropriate) from all countries, outside of the UK, where you have lived and/or worked for 3 months or more in the last 10 years or where you have completed your teacher training (or relevant teaching qualifications) (if not in the UK). Please note that checks are not required prior to the age of 16.

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, including the provision of clubs.

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 25 February**. Candidates will be contacted promptly if they have been selected for interview. These will take place during the week beginning 4 March 2019. 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