LONG CLOSE SCHOOL

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January 2020

Dear Applicant

Early Years Room Leader

Thank you for your interest in working at Long Close School.

I am pleased to enclose:

- An application form
- A job profile and person specification

Long Close School is a co-educational, independent school, providing education for pupils from 2-16 years. Consistent with our traditional values, classes are small, behavioural standards are exceptional, and pastoral care is second to none. We are very focused on high quality teaching and learning and expect all of our pupils to make exceptional progress.

Here at Long Close we place great value on our staff and are committed to the development of all. As a Cognita School, there are longer term career opportunities that exist in a company where our colleagues share ideas and practices from around the world. Cognita is an international family of over 70 schools in the UK, Europe, Latin America and Asia.

We are seeking to appoint an Early Years Room Leader to join our team at Long Close. The successful candidate will be responsible for the welfare of all children in the designated room, providing a safe, welcoming and inclusive learning environment.

To apply for this post, please complete the application form and a letter supporting your application. In your letter you should:

- State your reasons for applying for this post
- Outline the experiences that you believe have prepared you for this post
- Describe the skills and strengths that you will bring to the school.

Please note that the application form must be completed in full. It is not sufficient to substitute a C.V. for all or any part of the form. Completed applications should be returned to Mrs Carolyn Andrews on carolyn.andrews@cognita.com

Closing date: 24th January 2020

Interviews to be held: Week commencing 27th January 2020

Please note that it is our practice to take up references before shortlisting for interview. If you would prefer us not to do so unless you are shortlisted, please indicate this clearly in your application. Current and previous employers will be contacted as part of the verification process pre-appointment checks. When an applicant is short-listed, any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview. Your referees should include your most recent employer. References from relatives or friends are not acceptable.

The School is 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.

Yours Sincerely



Kam Nijjar
Headteacher