

26 March 2024

Dear Applicant,

Re: Class Teacher Post

Thank you for your interest in the above post.

Your application, along with your supporting statement, clearly **addressing the points made in the person specification and job description** should be submitted by noon on Monday 22nd April 2024.

Applicants who are successfully shortlisted for interview will be notified by email by Wednesday 24th April 2024.

The interviews for short listed candidates will be held on Tuesday 30th April 2024.

Visits to the school are warmly welcomed and encouraged. To arrange a visit please contact Lucy Giverin at bursar@rcobden.camden.sch.uk .

Please note, only successful short-listed applicants will be notified of interview and references will also be requested before interview.

In line with Keeping Children Safe in Education 2022 and safer recruitment practices:

- ***The school will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence***
- ***References will also be requested before interview***
- ***Candidates will be required to complete a Criminal Record Self Declaration Form***

We look forward to reading your application.

Yours sincerely,



Kathy Bannon
Headteacher
Richard Cobden School