



DOWNSEND
PRE-PREP SCHOOL
Ashtead

February 2019

Dear Applicant

Early Years Teacher - Downsend Pre-Prep Ashtead

Thank you for your interest in the above vacancy.

I am pleased to enclose:

- An application form
- Application guidelines
- A role profile and person specification

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.

Downsend Pre-Prep Ashtead admits children from 2 - 6 years. There is one class of pupils aged 3 - 4 and another for pupils aged 4 - 5. The successful applicant will be responsible for teaching a class in one of these year groups. The welfare of the children is of prime importance and our aim is to ensure that all children want to come to school and have fun while they learn. Children who are happy and enjoy the daily challenge of school will do well academically and socially. Parents are always welcome to discuss any issues that may arise.

Teachers should be qualified and suitably experienced and prepared to work with the wider school team. They should be lively and enthusiastic in planning and delivering the curriculum to engage children and to take responsibility for monitoring children's progress. All staff are expected to teach in a calm, welcoming yet disciplined manner, supporting the school's ethos, policies and procedures, and safeguarding and promoting the welfare of pupils.

The successful applicant would be expected to teach to a very high standard. We are proud of the happy atmosphere that exists in the School and the successful applicant would be required to maintain a friendly, well-organised approach to their job and to co-operate fully with other members of staff for the welfare of the children in the School. Our main aim is to ensure that the children at the pre-preparatory schools are happy and working to their full potential. The post will be demanding but rewarding. The successful applicant will need abundant enthusiasm and commitment.

The school day starts at 8.30am and finishes at 3.30pm. Our Extended Day provision ends at 5.30pm. 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.

The role 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 Sarah Hegarty, School Secretary at Ashtead Pre-Prep on 01372 385439 or sarah.hegarty@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.

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 4 March 2019**. Candidates will be contacted promptly if they have been selected for interview on **Tuesday 12 March**. 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

Tessa Roberts
Head Teacher