September 2017

Dear Colleague

Thank you for your enquiry about the vacancy for the post of **Sixth Form Academic Mentor** at Morpeth School. We are pleased that you are interested in finding out more about working here.

Please see the school website [www.morpethschool.org.uk](http://www.morpeth.towerhamlets.sch.uk) for further information, the job description/selection criteria and the application form. **Please note that candidates will be expected to address the Selection Criteria in the supporting statement section of the application form.**

If you cannot access the recruitment pack and application form on the website, or have any other queries about the role please contact our HR Officer Elspeth Inglis by email [einglis@morpeth.towerhamlets.sch.uk](mailto:einglis@morpeth.towerhamlets.sch.uk) or 020 8981 0921 x 263.

Please send your completed application form by **12 noon on Monday 18th September 2017** to [**recruitment@morpeth.towerhamlets.sch.uk**](mailto:recruitment@morpeth.towerhamlets.sch.uk)**.** Successful candidates will be contacted by telephone and invited for interview at the school later that week.

**Please note that as we are expecting a big response, I’m afraid we will not be contacting unsuccessful applicants. If you have not heard from us by Monday 25th September, you have not been shortlisted for interview.**

Please note that as this post involves working with children, it is exempt from the Rehabilitation of Offenders Act 1974, which means that all convictions, cautions and bind-overs (including those regarded as ‘spent’ for other purposes) must be declared if you are invited to interview. Please see the application form for further details.

Yours sincerely,

Jemima Reilly

Headteacher

*Morpeth School is committed to Equal Opportunities and Safeguarding Children policies*