



**DOWNSEND**  
SCHOOL

March 2017

Dear Applicant

**Head of Latin (part-time)**

Thank you for your interest in the above vacancy.

I am pleased to enclose:

- An application form
- 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. Our pupils learn French from the age of Year 3; in Year 5, they experience a taster course in Latin and Spanish before confirming which of these they wish to study as a second language in Years 6-8. Language results are high and the significant majority of pupils secure 'A\*' and 'A' grades at Common Entrance level.

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 contact Carole Dickie, Business Manager, on 01372 374842 or [hr@downsend.co.uk](mailto:hr@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) and/or Overseas Checks for all other countries in which the candidate has lived or worked (for 3 months or more in any one country since the age 18 years) and their country of origin.

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 27 March 2017**. Candidates will be contacted promptly if they have been selected for first round interviews, which will take place on Wednesday 29 March 2017. 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 large, sweeping flourish at the end.

Ian Thorpe  
**Headmaster**