

April 2008

Dear Colleague

**Second in English**

Thank you for showing an interest in the post of Second in English.

We are seeking to supplement the considerable talents and experience of the existing English team with someone who can bring a fresh perspective to curriculum development within a department where much excellent work has already taken place.

This is an opportunity for an enthusiastic and committed teacher to gain further experience in a school which encourages collaboration and teamwork but which also values and is supportive of individual initiative.

Should you decide to proceed with an application I would encourage you if at all possible to pay a visit during the working day.

Applicants are requested to:

- complete the enclosed application form
- produce a supporting statement which demonstrates how their experience and abilities are compatible with the job description and person specification
- return the completed papers to the school by Friday 9 May 2008

I look forward to hearing from you and would be delighted to respond to any requests for further information about the school or the post.

Yours sincerely

D C Clark, Headteacher

Enclosed documents:

- job description
- person specification
- English department summary
- school brochure
- Ofsted report
- "What our pupils said to Ofsted"
- Staff comments