26th September 2019

Dear Applicant,

Thank you for your interest in the position of Class Teacher (Upper Key Stage 2) at Finchale Primary School. I enclose an information pack for you including:

* Advert
* Person Specification
* Job Description
* Teaching Application Form
* Guidance for Teaching Application Form
* Privacy Notice

This is a Permanent post to teach an Upper KS2 class (Y5 or Y6) and further information about our school can be found on our school website [www.finchale.durham.sch.uk](http://www.finchale.durham.sch.uk).

Finchale Primary is a happy, learning community where each individual pupil and member of staff is valued for the contribution they can make to the life of our thriving school. Staff work hard to provide the very best for our pupils and in return they receive the support and training to enable them to be the best they can be. If you join our team you can be assured that you will be part of an enthusiastic, caring community of staff who put children at the heart of the learning process.

Please use all the information within the pack to help you to complete the application form. Your supporting statement should be no more than 1,000 words and to help us shortlist the right applicants, please ensure you address all areas of the person specification. Once completed, forms should be returned to the school.

Visits to the school are very welcome and can be arranged for 3pm or 4pm on Monday 7th October; 3pm or 4pm Friday 11th October by contacting the school office. Short-listed candidates will be observed teaching as part of the selection procedure. Please note that the closing date for applications is 12 noon on Monday 14th October and that shortlisting will take place on the afternoon of Monday 14th October. Interviews will take place on Tuesday 22nd October 2019.

I look forward to hearing from you.

Yours faithfully,

HT signature

Dr. Sandra Whitton

Head Teacher