

1 May 2008

Dear Colleague

**TEMPORARY TEACHER OF MFL (0.5 FTE)**

Thank you for your interest in this post which arises from the maternity leave of the current postholder. Please find enclosed, information about the MFL Department, as well as the Job Description and Person Specification. For further information about Mangotsfield School please visit our website at [www.mangotsfieldschool.org.uk](http://www.mangotsfieldschool.org.uk). Mangotsfield School is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to share this commitment.

We wish to appoint an enthusiastic and committed practitioner to join an experienced and successful department. The ability to teach German or French to GCSE level is essential and the ability to teach Spanish is desirable. This is a temporary contract from 24.06.08 until 31.08.09, or teacher's return if earlier. The post is suitable for an NQT or a more experienced teacher. A comprehensive induction programme is provided for all new staff. As an Investor in People, we are committed to the professional development of all staff.

Please complete the enclosed application form and, in your letter, **(maximum 3 sides of A4)**, please state clearly:-

- (a) your approach to teaching MFL and strategies for raising achievement.
- (b) your approach to students and effective classroom management.
- (c) your approach to the use of ICT within the classroom.

**NB Please ensure that you address these issues in your letter under discrete headings. Please note that a CV is not required.**

Deadline for receipt of applications is 9.00 am on Thursday 22 May 2008. Please note that for long-listed candidates we will need to take up references from the Headteacher of the school(s) you have worked for and/or from a supply agency if appropriate. Short-listed candidates will be invited for interview week commencing Monday 9 June 2008. If you have not heard from me by that date please assume that your application was unsuccessful.

I do hope you will wish to apply for this post and I look forward to reading your application.

Yours sincerely

Headteacher

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