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Ashdown House  
Johnson Road  
Sittingbourne  
Kent  
ME10 1JS

January 2019

Dear Applicant,

Teacher of Modern Foreign Languages

Thank you for expressing an interest in this post. I hope you will take a look at our website at [www.meopham.kent.sch.uk](http://www.meopham.kent.sch.uk) and take the time to consider the information enclosed with this letter.

Meopham School is located in the village of Meopham, an area of natural outstanding beauty. We are currently entering a very exciting phase in our development and have recently moved into our brand new school building. This new facility offers a learning environment which is truly exceptional.

Standards of teaching and learning at Meopham School are extremely high. There is a consistent approach to lesson planning, teaching and marking at the school and an explicit focus on differentiation in particular. Pupil Progress is outstanding, which has resulted in Meopham School being recognised as the highest performing High School in Kent in 2016, 2017 and 2018.

At the heart of our vision for the school is a relentless drive to ensure that all pupils make exceptional levels of progress in every subject. Our curriculum is broad and balanced. Indeed, offering courses to suit pupils of all abilities is one of the reasons for our success.

To achieve our vision we place the recruitment, retention and professional development of excellent teachers as a top priority. We therefore seek well-qualified, highly skilled, and enthusiastic teachers, who have the highest of expectations of both themselves and the pupils in their classes. We want teachers who enjoy working with young people of all abilities and differing needs.

If you became part of our team I believe we could offer you a number of benefits. You would become part of something incredibly successful. We can offer an exceptional package of professional development, ranging from an acclaimed NQT induction programme, training through the nationally recognised Improving and Outstanding Teacher Programmes, the Outstanding Leaders in Education Programme, a Master's Degree, and support for aspiring headteachers, leading to the National Professional Qualification for Headteachers (NPQH).

Meopham School is a small school with a strong family ethos. However, we are also part of the Swale Academies Trust. There are currently fourteen other schools in our trust, in Kent and East Sussex, and we are working with a number of others. The Trust will grow further.

This means that there are always opportunities to work alongside professionals outside our school for mutual support and challenge, and for professional development in other schools.

Meopham School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to an enhanced DBS check.

As a school dedicated to the principle of equal opportunities, we aim to ensure that staff recruitment is fair and open to all regardless of age, social class, disability, religion, ethnic origin or sexual orientation within the context of a detailed person specification.

If you wish to apply you should send a fully completed application form and covering letter to Fiona McRory – Personnel Manager at [hr@swale.at](mailto:hr@swale.at) as soon as possible. We look forward to receiving your application.

Yours sincerely,

A handwritten signature in purple ink, appearing to read 'S Dickinson', with a large, stylized flourish at the end.

Mrs S Dickinson  
Headteacher