



## Queen's Drive Primary School

Black Bull Lane  
Fulwood  
Preston  
PR2 3LA

8th<sup>th</sup> April 2025

Dear applicant,

Thank you for the interest you have shown in the post of SENDCo and Inclusion Leader at Queen's Drive Primary School. Queen's Drive Primary School is a large two form entry Primary School, situated in Fulwood, Preston. This is a unique and exciting opportunity to join our hardworking and innovative team. We are seeking to appoint an inspirational and ambitious professional who will have responsibility for the leadership of SEND Provision at Queen's Drive (SENCO). In addition to this they will also work closely with the Family Support Worker. This post comes with no class teaching responsibility although it may be necessary to work with small groups of children on particular targets and interventions. The role is part-time, 3 days a week (0.6).

The successful applicant will be part of the School Leadership Team and will contribute towards the strategic direction of the school. Queen's Drive has a friendly atmosphere with very high standards and expectations. The successful applicant must demonstrate an in-depth knowledge of the SEND Code of Practice and have a track record of outstanding SEND provision in their own teaching. The applicant will need to be a highly committed, motivated and a passionate professional, who possesses a strong work ethic to enable themselves to fully support children with additional needs in our School.

In September 2009 it became mandatory for every new SENCo in a mainstream school to gain the Master's level National Award for Special Educational Needs Co-ordinator within 3 years of taking up the post. We welcome applications from applicants who have already achieved this award or aspiring SENCOs who would be willing to undertake this CPD within three years of appointment. As SENCO, the successful applicant will be responsible for developing good relationships with children, parents, teachers and external agencies to ensure that the provision is of a consistently high standard to secure good progress for all children. The successful applicant will work in collaboration with the School Leadership Team, class teachers, teaching assistants and subject leaders to provide a positive and aspirational experience for all children.

At Queen's Drive we can offer:

- An aspirational whole school community, culturally diverse and inclusive.
- A supportive, warm and welcoming ethos.
- Happy and enthusiastic children who are keen to learn.
- Outstanding facilities and resources.
- A commitment to your professional development.
- Experienced and highly motivated Teaching Assistants.

The successful applicant will be required to take up their post at the start of September 2025. Visits to the school are warmly welcomed and encouraged; please contact school on 01772 718344 (after the Easter holidays – 21.04.25) to arrange a meeting with the Headteacher before the closing date.

In your supporting letter, please state how you feel your current and past experience has prepared you for this leadership post. Please ensure your letter of application is clear and concise, portrays your overall educational philosophy and is free from error.

The closing date for applications is Friday 2nd May at 12noon. Long listed applicants will be invited to meet with members of SLT and School Council on the 16<sup>th</sup> May. Shortlisted applicants will be invited to attend Queen's Drive Primary School for an interview on the 20<sup>th</sup> May 2025. This is a unique opportunity and I very much look forward to receiving your application. Please visit our website for a wealth of information about our fantastic school.

If you wish to have an informal discussion about the role, please do not hesitate to contact the school.

Yours sincerely,



Nicola Gomersall  
Headteacher