



# St John's Gosport C of E (VA) Primary School

Grove Road, Gosport, Hampshire PO12 4JH  
[www.st-johns-gosport.hants.sch.uk](http://www.st-johns-gosport.hants.sch.uk)  
[adminoffice@st-johns-gosport.hants.sch.uk](mailto:adminoffice@st-johns-gosport.hants.sch.uk)

Headteacher: Mrs Carolyn Wilkinson

Telephone: 02392 582404

April 2026

Dear Applicant

## Post of SENDCO at St John's Gosport Primary School

Thank you for your interest in our school and for requesting the details for the post of SENDCO.

Along with this letter there is a Job Description and Job Specification which will tell you more about the role of SENDCO at St John's. This should give you information to decide whether you have the skills, knowledge and attributes we are looking for in this very significant role in our school.

Since 2022 the current SENDCO has worked hard to change the provision for our children with SEN and to develop an ethos of inclusion. New systems and procedures have been put in place so that special educational needs are identified early, actions plans are put in place and interventions are used appropriately. There is still much to do, especially regarding the accurate assessment of progress of children with special educational needs. The school has uses the data information system 'Insight' and alongside SEND Pupil Progress Meetings, the SENDCO has used this to measure SEND needs embedding and development.

I do strongly recommend that you try to visit our school and that you visit our website before making an application. It is important that we are the right school for you too. You are very welcome to look around while the school is in session, to meet the current SENDCO and/or senior leaders and to talk to anyone about any questions you may have, including the children. If you wish to speak informally, then please contact me.

In your application, please make us aware of:

- Any recent teaching experiences that you have had to date
- Your relevant experience, knowledge and skills with special educational needs
- What quality and experience you would bring to our school and this role if you were appointed

Following shortlisting, if you are successful we will contact you by telephone and email to invite you to interview. If you are not successful we will let you know by email. We understand how difficult it can be applying for posts and if you would like feedback on your application, please email and ask.

We look forward to hearing from you and will be delighted to receive your application.

Kind regards

Carolyn Wilkinson  
Headteacher

