



SENCo

HOW TO APPLY

Applicants are required to submit a letter of application and complete a Teacher Application Form.

When completing your application please note the following important points:

- i) Letters of application should be no more than 2 sides of A4.
- ii) Letters should outline clear educational philosophy and link it to the requirements of the post.
- iii) Letters should address the criteria identified in the person specification.
- iv) The application form must be completed clearly and in full, handwritten or typed is acceptable.
- v) We are unable to process any applications stating "see CV".
- vi) The declaration on the application form must be signed.
- vii) Informal enquiries should be directed to Penny Noble, PA to the Headteacher, via email pnoble@manordrivesecondary.org.uk
- viii) Completed applications must be emailed to pnoble@manordrivesecondary.org.uk
- ix) Originals must also be posted to the following address. Mrs J Sludds - Headteacher, Manor Drive Secondary Academy, Porter Avenue, Peterborough, PE4 7EP
- x) **Closing Date for Applications: Noon on Monday 2 October 2023.**
- xi) Please note that due to the high cost of postage we are unable to reply to all applicants.

The successful candidate will be expected to have good organisational skills, be competent in all areas of IT and most importantly be able to command the respect and co-operation of both adults and young people.

Manor Drive Secondary Academy is committed to safeguarding and protecting the welfare of children and young people and expect all staff and volunteers to share this commitment.