



The Marlborough

'where every child matters and every moment counts'

Pottery Road, Hoo, Rochester, Kent, ME3 9BS

Tel: (01634) 338 080 | E-mail: office@themarlborough.org.uk

SENDCo / FLO (Special Educational Needs and Disabilities Coordinate & Family Liaison Officer)

Salary Range: MPS, SENI, TLR

Location: The Marlborough, Hoo, Kent (shared site with Hoo St. Werburgh Primary School)

Contract: Permanent

Hours: Full time

DBS Check: Enhanced

Are you a dynamic and dedicated teacher looking for a new challenge? Are you interested in working in a specialist provision where every child matters and every moment counts? At The Marlborough we have high aspirations for all our learners and place the individual at the centre of everything we work towards. Stakeholders at all levels are committed to providing balance between development of the skills and knowledge needed by our learners alongside access to the rich, joyful experiences they deserve.

We are seeking an enthusiastic and effective SENDCo/FLO to join our supportive and passionate team. This dual role is pivotal in ensuring the best possible outcomes for our pupils with SEND, whilst also strengthening our links with families and the wider community.

Key Responsibilities:

- Be responsible for the effective SEND practices and processes across the school, ensuring all pupils receive the provision they are entitled to as part of their EHCP.
- Work collaboratively with staff to develop and implement inclusive teaching strategies.
- Prepare and manage statutory Person Centered Annual Review (PCAR) paperwork, ensuring legal and statutory requirements are met.
- Organise and lead PCAR meetings with teaching staff and families.
- Receive referrals from the local authority and respond to them in line with the SEND Code of Practice within tight deadlines.
- Lead and manage our Therapy and Intervention provision across the school, ensuring every pupil receives the tailored support they need.
- Act as a key liaison between the school and families, offering guidance and support as part of our Quality of Life package.
- Develop positive relationships with external agencies and professionals to enhance Quality of Life for our pupils and their families.

Head of The Marlborough: Louise Kennett BA (Hons) QTS PGDip MSc BCBA

Tel: (01634) 338080 | **E-mail:** office@themarlborough.org.uk

Executive Headteacher: Mark Burgiss BSc (Hons)

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- Provide training and advice to staff on best practices for SEND and pastoral care.
 - Be part of the safeguarding team as a Deputy Designated Safeguarding Lead (DDSL)
- (Please ensure you have also read the full Job Description in conjunction with this)*

The ideal candidate will:

- Be a **qualified teacher** with experience in SEND and/or pastoral care. Previous experience as a SENDCo is preferable.
- Work within the SEND Code of Practice, particularly being robust and rigorous in relation to the Assess-Plan-Do-Review cycle.
- Demonstrate clear knowledge and understanding of the statutory requirements of the SENDCo role.
- Be knowledgeable in providing appropriate intervention and strategies for pupils with complex SEND needs.
- Demonstrate excellent written and verbal communication skills.
- Be able to maintain accurate records and produce detailed reports
- Be highly **resilient, adaptable, and enthusiastic**, with a passion for supporting children and families.
- Possess excellent communication and interpersonal skills.
- Be able to manage time effectively and balance different priorities
- Be committed to fostering an inclusive and supportive learning environment.

Why Join Us?

- A small setting with big dreams and high aspirations for all!
- A welcoming and supportive school community.
- A person-centred approach where innovation and creativity are always high on the agenda.
- Opportunities for professional development and career progression.
- A chance to make a real difference in the lives of children and families.
- An opportunity to work within a supportive Trust with a wide range of expertise
- A well-resourced specialist provision with a dedicated, driven and caring staff team.
- Care First support
- Child Care Vouchers

If our ethos matches your vision and you are ready to take on this rewarding role, we would love to hear from you!

The Marlborough is committed to safeguarding and promoting the welfare of children and young people. All appointments are subject to an enhanced DBS check and satisfactory references.

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For further information or to arrange a visit please contact Gemma Knight 01634 338080 or office@themarlborough.org.uk

Closing Date & Shortlisting: Friday 9th May 2025 at noon

Interview Date: Interviews will be held week commencing 12th May 2025

Rivermead Inclusive Trust is the place to be.....

Rivermead Inclusive Trust strives to be diverse and inclusive and a place where we can ALL be ourselves. We welcome applications from all diverse and ethnic groups

If you require access arrangements to complete an application form please contact Rivermead Inclusive Trust who will cater to your needs ie. large print, coloured forms and an audio version.

If for any reason you have difficulty completing an application form please again contact the Rivermead Inclusive Trust who will support.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of an enhanced DBS check, Health Declaration and satisfactory references

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