



The Marlborough

'where every child matters and every moment counts'

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

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

Designated Safeguarding Lead and Family Welfare Officer

Salary Range: C2 (12-25) £27,711 - £35,235 pro rata (41 weeks) plus SEN allowance

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

Contract: Permanent

Hours: 37 hours per week

DBS Check: Enhanced

The Marlborough has an exciting new opportunity to enhance their team. We would like to appoint a new Designated Safeguarding Lead and Family Welfare Officer to join our experienced, passionate and vibrant team working at The Marlborough, part of the Rivermead Inclusive Trust.

The Marlborough is an autism-specialist primary provision dedicated to ensuring our children and their families live the most fulfilled life possible. We hold safeguarding in the highest regard and believe in developing good relationships with all our pupils and their parents and carers. The Marlborough understands that every child is an individual with differing needs and skills, and we pride ourselves in seeing this in each other.

The successful candidate will have a positive, proactive attitude and excellent communication skills, especially when interacting with children and families. They should be able to work independently and under pressure. The capacity to work methodically with accuracy and attention to detail is essential. The post encompasses a wide range of responsibilities, including meeting with parents and representatives from external agencies, therefore comes with an expectation of professional standards as well as administrative capacity. The role would require the successful candidate to be able to enhance the leadership team with strategic oversight, including leading on developing further and embedding the Quality-of-Life programme for families of the provision.

Main Duties and Responsibilities

- We are looking for somebody with the drive and ambition to share our passionate belief that every child and young person should have the opportunity to realise their full potential
- Designated Safeguarding Lead in line with KCSIE and other relevant DSL documentation and guidance
- Work alongside the Pastoral and Behaviour Lead, SENDCO and FLO to enhance the life opportunities for our children and families.

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

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- To formalise a keyworker/ Quality-of-Life programme for Marlborough families and lead on relevant training to enhance this offer
- Ability to build and sustain professional standards and relationships with pupils, parents and staff
- Ability to contribute towards creating a safe and protective environment
- A passion for SEND education and making a difference
- Ability to work under pressure and meet deadlines
- Energy, enthusiasm, good sense of humour
- Emotional maturity and resilience in dealing with challenging behaviours
- Act as liaison with outside agencies for referrals i.e. CAMHS/Social Services representative.
- Make referrals to outside agencies alongside the SENDCO/FLO
- To act as liaison between home and school for pupil issues. To support teachers with maintaining good home/school relations.
- SIMs and MyConcern knowledge desirable

We can offer you;

- A fun, supporting and friendly team and wonderful positive children.
- A well-resourced school
- Amazing staff team who deliver our exciting, themed curriculum and provide mutual support and challenge.
- Bespoke training designed to meet the needs of our team from both external and internal trainers – a 'grow our own' attitude.
- A range of opportunities for career development throughout our Multi Academy Trust.
- A dynamic and supportive team of professionals that support each other.
- Staff incentive scheme including discounts for gym memberships and childcare.

Offer of employment is subject to a satisfactory enhanced Disclosure and Barring and a Health Declaration. For further information or to arrange a visit please contact Gemma Knight 01634 338080 or office@themarlborough.org.uk

Closing Date & Shortlisting: 29th August 2025 at noon.

Interview Date: 4th / 5th September 2025

Please note that as part of our shortlisting process we may contact you to schedule a phone call / Teams meeting to discuss your application

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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

We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment

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