Marymount
INTERNATIONAL SCHOOL LONDON

Candidate Information Pack

Co-ordinator and Teacher of SEND (SENDCO)

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www.marymountlondon.com
Registered Charity No: 1117786 Registered Company No: 5325717

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INTERNATIONAL SCHOOL LONDON

About the School

Marymount International School, London, is an independent, Catholic, day and boarding, IB school for girls ages 11-18. We welcome bright, curious and motivated students from many different cultures and backgrounds, and we are proud to be the first all-girls' school in the UK to offer the International Baccalaureate programme, positioning ourselves as a leading school that consistently achieves excellent results.

At Marymount students learn in a supportive and inclusive environment, where they are encouraged to grow with confidence – academically, personally and socially. Our seven-acre campus, just twelve miles from central London, offers a peaceful and inspiring place for both students and staff to learn, teach, and collaborate.

We value who our students are just as much as what they study. Whether exploring ideas in our STEAM Hub, debating in class, performing on stage, or learning a new language, our students are encouraged to develop curiosity, creativity, critical thinking and teamwork. With over 40 nationalities represented, Marymount is a diverse and internationally-minded community, where different perspectives are welcomed and celebrated.

As part of a global network of 21 RSHM schools, we benefit from shared projects, exchanges and festivals, which further daily life at Marymount.

Our holistic approach to education helps student to thrive in every area of school life and prepares them for success beyond Marymount. Our graduates go on to excellent universities around the world, as global citizens prepared to contribute positively and make a difference in the world.

Marymount International School is a friendly and happy school where staff are valued and enjoy a professional and supportive working environment. Staff development is a high priority and there are many opportunities for CPD.

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The Role

We are committed to cultivating a vibrant educational environment driven by our core values and mission. We provide excellent academic teaching and scholarship alongside the cultivation of the gifts and talents of the whole person. For us, the flourishing of each of our students is fundamental, and we seek to achieve this through a nurturing and inclusive environment. In line with the International Baccalaureate Organisation's inclusive approach to education, we are looking for a dynamic **Co-ordinator and Teacher of SEND** who is committed to inclusive education and passionate about the outcomes for students who receive learning support.

The **Co-ordinator and Teacher of SEND** is a prominent and visible presence within the school, who forges strong relationships with pupils, parents, staff and the wider community. Being able to run both the organisational and operational areas of the SEND department whilst also working with the SLT to continue to refine the strategic vision for SEND in the school is essential to this role. A belief that excellent teaching for children with special educational needs creates excellent teaching for all children, is fundamental to the role.

With overall responsibility for special needs provision, the **Co-ordinator and Teacher of SEND** will work closely with parents, teachers, Safeguarding and Leadership Teams and external agencies to ensure the best possible provision of learning support in line with the School's Mission and the Learning Support SEND Policy and Procedures.

The **Co-ordinator and Teacher of SEND** will develop, implement and monitor Individualised Education Plans (IEPs), Action Plans, Collaborative Action Plans, Informal Action Plans and EHCPs as required. Additional support may take place through individual and small group lessons or supporting subject teachers with scaffolding and differentiation of the curriculum.

SPECIFIC RESPONSIBILITIES

- develop and oversee the implementation of the school's SEND strategy and policy
- lead and coordinate a graduated approach (assess, plan, do, review) to identify SEND students' needs and monitor progress
- ensure the school meets its statutory duties under the Equality Act (2010) in relation to SEND provision.
- support students with SEND by teaching individual and/or group lessons
- work with teachers and the senior leadership team to implement effective classroom practice and behaviour support for students with SEND
- advise and support colleagues, including delivering training and guidance on SEND provision
- liaise with the School's pastoral and safeguarding teams regarding students with SEND
- liaise with parents and carers to agree support, share progress and build effective partnerships
- develop IEPs and other support plans, and monitor their implementation and effectiveness

- work with external agencies and services, such as educational psychologists, speech and language therapists, occupational therapists, and health and social care professionals, and make referrals where needed
- chair and/or coordinate annual review meetings and ensure actions are followed up
- manage SEND resources, including advising on funding, deployment of support staff and ensuring provision is appropriately targeted
- maintain accurate pupil records and data, using this to evaluate impact and improve SEND provision
- attend and contribute to Head of Year/Chairs meetings as and when appropriate
- support the admissions process for students requiring learning support.
- liaise with Educational Psychologists and other external professionals, where required, regarding referring students for further assessments.
- complete relevant documentation and supporting evidence for inspection (ISI), accreditation (CIS/MSA) and programme evaluation (IB), and contribute positively to self-study processes
- maintain accurate and up-to-date records of support and progress and provide reports for the SLT and Education Committee as and when requested
- undertake any other duties reasonably required by the Headmistress or Senior Deputy Head.

QUALIFICATIONS & EXPERIENCE

The successful candidate will have:

- a good honours and/or Master's degree in a relevant subject
- the SENCO National Professional Qualification and/or an equivalent qualification in teaching and assessing students with specific learning difficulties
- appropriate teaching qualifications
- a minimum of 3 years' experience working with and supporting students with SEND using a variety of approaches and modes
- experience co-ordinating access arrangements, reasonable adjustments and special considerations for internal and public examinations

Whilst not a prerequisite, it would also be beneficial to have experience of the ***International Baccalaureate*** *continuum and be conversant with its philosophy and pedagogical approach.*

SKILLS

The successful candidate must be able to demonstrate the following key skills, attitudes and attributes:

- highly effective communication skills (verbal and written)
- able to establish and maintain positive working relationships with key stakeholders
- proven organisational and time management skills
- able to collaborate effectively with and support Chairs of Department, Heads of Year and teaching faculty

- resilient and reflective, able to manage competing demands while maintaining a high standard of professionalism
- able to prepare and deliver appropriate and timely CPD related to the effective support of students with SEND
- able to lead and drive forward role-related projects and strategic initiatives

PROFESSIONAL DEVELOPMENT

The successful candidate would be expected to:

- keep up to date with educational needs and effective strategies by means of personal professional reading, attending workshops and conferences.
- keep abreast of educational research in the field of learning support.
- promote and deliver training for staff on supporting students with SEND.
- identify and share professional development opportunities aligned with the School's strategic goals

SAFEGAURDING

The successful candidate would be expected to:

- be highly committed to safeguarding and promoting the welfare of children and young people.
- be knowledgeable about child protection procedures and reporting protocols.
- be able to create safe, supportive, and respectful learning environments for all students.
- model professional conduct to prevent misunderstandings or misinterpretations.
- attend all required safeguarding training and adheres to the School's safeguarding policies.

MISSION & ETHOS

The successful candidate will demonstrate:

- a strong alignment with the mission, vision, and values of Marymount International School.
- dedication to academic excellence within a holistic educational framework.
- support for the Catholic ethos and RSHM values of the school.
- genuine commitment to student wellbeing, character development, and community engagement.
- a willingness to contribute actively to the spiritual, co-curricular, and pastoral life of the school.

HOW TO APPLY:

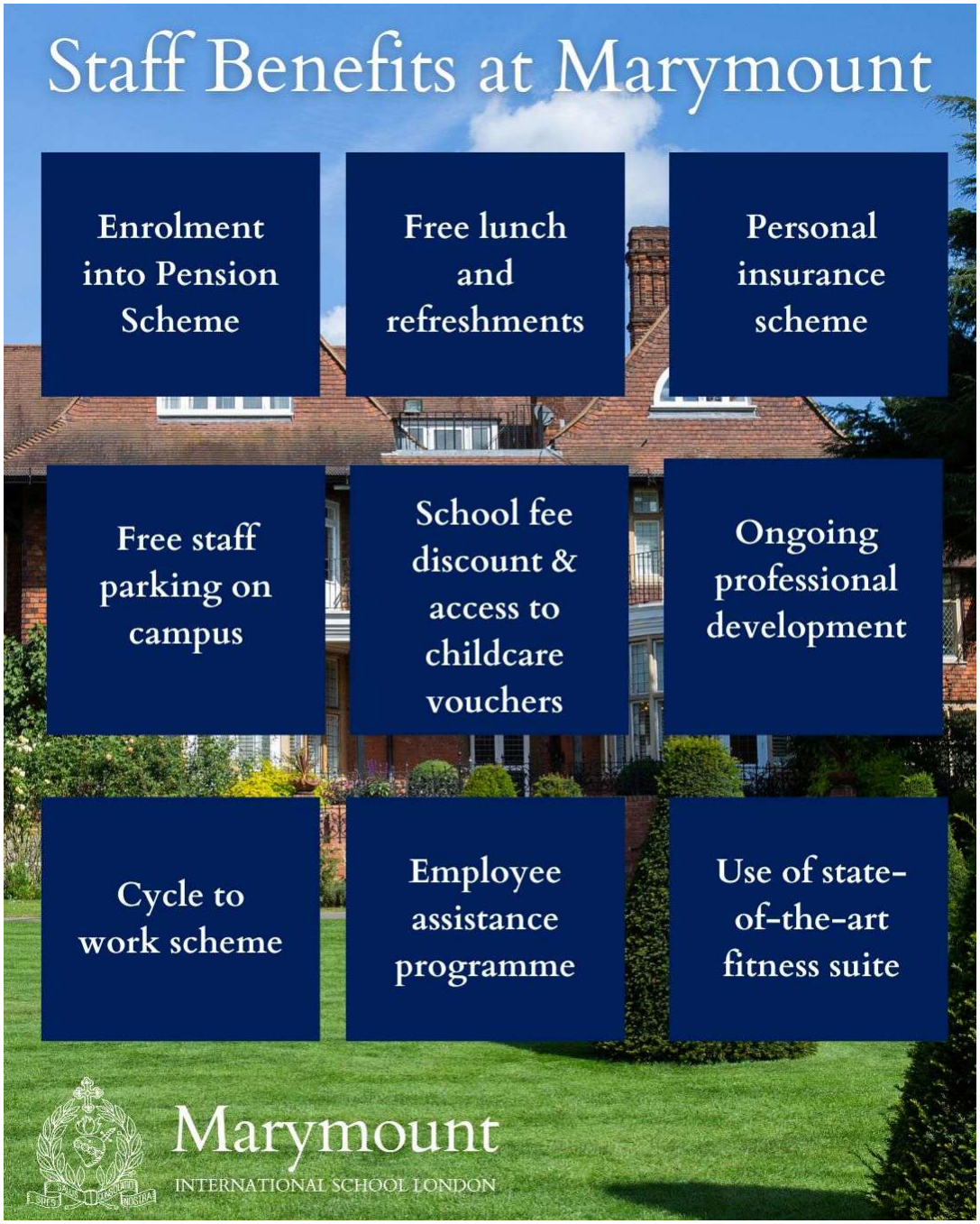
To apply, candidates should complete the School Application Form (available on our website) together with a cover letter addressed to Mrs Margaret Giblin, Headmistress, Marymount International School, London. Please email these (both as PDF files) to Mrs Ruth Bowley, Deputy Bursar, at hr@marymountlondon.com Mrs Bowley can also be reached by calling the Business Office on 020 8949 0571, ext. 204.

Closing date for applications: Wednesday 4 November 2026
Interviews at School: Week beginning 10 November 2026

Early applications are encouraged and will be reviewed upon receipt. Shortlisted candidates may be invited for an interview before the closing date. We reserve the right to appoint in advance of the closing date.

Salary: Dependent on skills and experience (please email hr@marymountlondon.com to discuss).
Start date: Easter 2027 (or sooner)

Marymount International School London is committed to safeguarding and promoting the welfare of children and young people. The post is subject to an enhanced DBS check and satisfactory references.

Marymount International School, London, is proud to be an Equal Opportunities employer and welcomes applications from all sections of the community. Our Marymount family is richly diverse, with many different backgrounds and cultures represented. This diversity is valued and respected. All job applicants will be considered solely on their ability to do the job.

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