**Head of Inclusion Information Pack for Candidates**

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**Description of the school:**

The Aquila School will open in September 2018, initially with only primary children, eventually becoming a mixed 3-18 through school. The school is located in a residential area of Dubailand and will focus on providing children with amazing learning. The vision for the school is real learning for a real future, with an emphasis on inclusion, learner led activities and encouraging children to make choices about their own learning. Teachers should be skilled at ensuring that children are actively learning throughout each lesson. Design and technology will be a key feature of the curriculum.

The Aquila School will be the first new build school designed and managed by The International Schools Partnerships (ISP) a comparatively new and rapidly growing organisation with schools in Europe, the Middle East, Mexico and the USA.

As well as the exciting opportunity of working in a new school, staff will also receive a generous tax free salary, housing, annual flight, health insurance, free child places for dependent children and an end of service gratuity.

To apply please provide a CV and letter of application (no more than one side of A4) stating the challenges and opportunities of being Head of Inclusion in a new school. This should be sent to [principal@theaquilaschool.com](mailto:principal@theaquilaschool.com). The closing date for this post is Sunday 25th February.

**Person Specification:**

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| Essential | Desirable |
| Qualified teacher status recognised in the UK  A degree or post graduate qualification such as the UK National Award for SENCOs  At least twenty years teaching experience post qualification  Experience of being a SENCO  Ability to use initiative, be flexible, fun, proactive and positive  Ability to plan lessons which enable children to be independent, active learners and make as much progress as possible  Willingness to work above and beyond to contribute to the development of a learning community  Ability to form and maintain professional working relationships with all members of the school community | Experience working in a range of key stages  Experience working in an international school  Evidence of continuing professional development |

This job description is for the first year of the school opening and will be reviewed and amended on an annual basis as the school, and therefore the role, changes and grows. As such we would expect the post holder to take a full and active role in all aspects of school life including teaching, mentoring and supporting and to teach for approximately 80% of the week. During the opening stage of the school we would also expect the HoI to act as our school counsellor providing support to groups and individuals as required.

For all staff in school we share a responsibility to ensure that children are safe and properly supervised at all times. Our school vision statement is ‘real learning for a real future’- providing enjoyable and meaningful learning experiences for our pupils. All staff are expected to adhere to The Aquila Professional Code of Conduct and commit to promoting the 4 C’s – courtesy, consideration, co-operation and common sense across the school community.

Key qualities for all Aquila teachers:

* To be able to teach in an enjoyable, creative, and inclusive way, promoting independence, so that every child makes as much progress as possible
* To be able to develop positive working relationships with all members of the school community
* To be able to use initiative, be flexible, fun, proactive and positive

Additional key qualities for the Head of Inclusion:

* Warmth, empathy, credibility, self-belief, integrity, drive and child-centred
* Ability to lead and manage a team
* Ability to have difficult conversations around sensitive issues
* Cultural sensitivity to the needs of our community
* An efficient and effective communicator

Core purposes:

1. To ensure that all children on our special needs register including gifted and talented children make as much progress as possible.
2. To provide expert advice and training to colleagues and families to support the learning of children with a range of needs.
3. In line with the UAE vision, be the inclusion champion for our school

Key duties for all teachers include:

* To ensure children are safe and well cared for at all times
* To plan and deliver creative and engaging lessons, ensuring that children are actively learning throughout each lesson
* To ensure effective communication and direct the work of others, as appropriate
* To lead CAS activities, participating and leading staff training and contributing to the establishment and development of the school community
* To comply with our agreed policies
* To actively engage with our school community e.g. through newsletters, informal dialogue, reporting, supporting school functions and contributing to community activities
* To actively participate in the performance management process of self and others

Additional duties for the Head of Inclusion:

* To offer support and guidance to staff
* To liaise closely with colleagues from other schools and outside agencies
* To line manage staff employed to support children with needs
* To maintain accurate records
* To plan and deliver a range of programmes of work to support individual needs
* To provide training within and beyond our school to colleagues and families
* To be a part of the school pastoral committee

The Aquila School is committed to the safeguarding and welfare of our children and young people and expects all our staff to share this commitment. All posts are subject to appropriate checks and references prior to appointment.