Dear Colleague,

Thank you for taking the time to find out more about the role of Head of Inclusion (SENDCO) at Haverstock School. We hope very much that you enjoy reading the information provided and that you decide to apply for this role.

I became Headteacher of Haverstock in September 2017 and have been working with my team of committed colleagues to improve the school from the ‘Requires Improvement’ Ofsted judgement in January last year. The school has a great deal of strengths and I hope that you are attracted to join a school which is on a journey of rapid improvement.

The Inclusion Department is currently being restructured to bring SEND and EAL within the same department. The new Head of Inclusion will manage a Deputy Head of Inclusion who will, among other things, support with co-ordinating and managing the SEND provision, exam access arrangements and maintaining relationships with parents and other stakeholders. They will be supported by a group of Teaching Assistants, including a team who will be trained to deliver EAL provision. The Head of Inclusion also has full administrative support.

The closing date for applications is Monday 26th February at noon and interviews will be held later that week. We regret that we are only able to contact short-listed candidates but please do forewarn your referees of the possible request for a reference. Please note - references will be requested prior to interview unless indicated on application form not to do so.

Thank you, again, for requesting information about becoming The Head of Inclusion at Haverstock School. If you would like to find out more in advance of applying, please don’t hesitate to contact [**jobs@haverstock.camden.sch.uk**](mailto:jobs@haverstock.camden.sch.uk) to arrange an informal discussion or visit to the school. We very much look forward to receiving your application.

Yours sincerely



James Hadley

Headteacher