

Job Description

Name:

Job Title: Head of Inclusion

Pay Scale: Main Pay Scale Inner London plus TLR 1C (£13,027)
Teaching contract

Reporting to: Assistant Headteacher (Inclusion).

Job Purpose

- To provide strategic leadership of the provision for students with SEND & EAL across the school in order to ensure that these students make excellent progress.
- To lead, manage and effectively deploy staff and resources within the SEND/EAL provision.
- To lead, monitor and evaluate the development of learning and teaching strategies for students with SEND/EAL across the school.
- To ensure that staff are provided with relevant information and training relating to support SEND/EAL students
- To lead on raising standards of student attainment and achievement with SEND/EAL students in all year groups and ability profiles
- To ensure that paperwork relating to students with SEND meets statutory requirements
- To maintain appropriate relationships with parents of students with SEND and with relevant external organisations
- To take a full role within the school community as a Senior Middle Leader

Main Responsibilities

- Ensure that there is a strategic overview of provision for students with SEND/EAL across the school which maximises their potential
- To deliver the school's SEND policy
- To monitor and evaluate the quality of teaching in interventions of students with SEND/EAL
- To monitor the effectiveness of intervention for students with SEND/EAL by outcome
- Lead and manage a team of learning support assistants working directly with students with SEND and ensure that they are effectively deployed
- Ensure that the senior leadership team and governing body are informed about current good practice and legislation relating to SEND and Inclusion and that policies and practices relating to SEND are up to date
- Liaise effectively with staff across the school, including pastoral, attendance and behaviour teams, to ensure high quality provision for students with SEND.
- Lead on the development and implementation of inclusive practice throughout the school and liaise with teachers across the school, including delivering appropriate training when necessary
- Maintain an accurate SEND/EAL register and provision map to ensure that provision meets the needs of students and statutory provision at all times, including overseeing the identification and review of students with SEND/EAL.

Head of Inclusion JD

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- Ensure that Education and Health Care Plans (EHCPs) and other relevant documentation relating to students with SEND are regularly reviewed with students, parents and other agencies and recommendations made are implemented
- To ensure that exam concessions for students with SEND are carried out and implemented
- Monitor, analyse and report on assessment information and examination results for students with SEND to ensure that they make excellent progress
- Prepare for statutory assessments and ensure that all students with a statement of education have an annual review
- Lead and manage intervention relating to SEND/EAL students.
- Lead and manage the transition of SEND/EAL students from Years 6 to 7 and 11 to 12, including the induction of Year 7 students with SEND

In addition to these responsibilities, Head of Inclusion will be:

- Expected to line manage the Deputy Head of Inclusion.
- To promote the general progress and well-being of individual SEND students
- To identify and celebrate SEND student attainment and achievement in all aspects of school life
- To attend parent/carers evenings, information evenings and other events which the parents carers of SEND students are attending

Interacting with students, parents and staff

- Handle difficult situations and issues with sensitivity and calm ensuring you are always aware of the safeguarding of our students, data protection and the need for strict confidentiality at all times.

Other Duties

- In the event of an emergency to adhere to the office evacuation procedures and to assist with an accurate roll call.
- To assist in the promotion of the school through the sensitive dealings with children, parents and visitors at all times.
- Together with your line manager be responsible for identifying and agreeing your personal development/training needs.

Safeguarding Children

Display a commitment to the protection and safeguarding of children and young people in line with the 'Keeping children safe in education: information for all school and college staff' document.

Haverstock is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. This post will be subject to an enhanced DBS disclosure.

Category	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> Graduate. Qualified Teacher Status Statutory SENCO Qualification (or currently working towards). 	<ul style="list-style-type: none"> Evidence of Continuing Professional Development relevant to the Head of Inclusion role Leadership Qualification
Experience	<ul style="list-style-type: none"> Experience of working with SEND young people in a school, sixth form college or FE college or in another educational setting in either a paid or voluntary capacity. Experience of using MS Word, Excel and SIMS. 	<ul style="list-style-type: none"> Evidence of previous management experience. Experience of working with external providers to enhance curriculum delivery and pastoral care for students
Skills, knowledge and aptitude	<ul style="list-style-type: none"> Evidence of, and interest in, the planning and delivery of Access Arrangements. Knowledge of and commitment to providing support to SEND/EAL students in line with current legislation and best practice. Good ICT, administrative and organisational skills. The ability to prioritise changing demands whilst managing own workload. The ability to work flexibly as part of a team and to work co-operatively and collaboratively. Knowledge of and commitment to strategies to ensure inclusion and equal opportunities. Evidence of a good record of attendance and punctuality, and an ability to cope under pressure. 	<ul style="list-style-type: none"> Evidence of implementing EHCPs Knowledge and experience of school improvement planning Knowledge and experience of monitoring, evaluation and review processes Understanding of how to track student achievement using data and of intervention strategies to raise achievement
Personal Attributes	<ul style="list-style-type: none"> Ability to establish inclusive, respectful, supportive and constructive relationships with young people, parents, colleagues and other stakeholders. A "can do" attitude towards supporting the aims and ethos of Haverstock School and contributing to its success. Commitment to the protection and safeguarding of children and young people. Ability to analyse problems, reach considered judgements, resolve issues and delegate effectively 	<ul style="list-style-type: none"> Energy, ambition and enthusiasm with a willingness to develop new skills.