



THE INTERNATIONAL SCHOOL (B) BHD

JOB DESCRIPTION

Position Title:	HEAD OF INCLUSION (Primary)
Line Manages:	Primary LSAs
Works with:	Primary Teachers Head of Inclusion (Secondary) Lead Teacher Inclusion Heads of Year Curriculum Leads
Reports to:	PRIMARY LEADERSHIP TEAM (PLT)
Salary Scale:	TEACHER MAIN SCALE RESPONSIBILITY ALLOWANCE 2A
Teaching Load:	No timetabled lessons, small group and individual support where and when necessary

Key Responsibility Areas

- Contribute to whole school policy-making and strategic planning as required by the Head of School.
- Co-ordinate the identification, and assessment of, students who may require inclusion support
- Strategic direction of additional needs provision in collaboration with the Primary Leadership Team
- Organise all inclusion provision in Primary
- Lead and manage inclusion provision staff including professional development
- Work in partnership with teachers, students and their families to ensure good outcomes for all students with additional needs.

Leadership and Management of Inclusion Provision:

Promote excellence in inclusion support to ensure all students develop their potential and are equipped for life beyond school.

- Influence the whole Teaching and Learning policy to promote all aspects of inclusive teaching.
- Collect and interpret specialist assessment data gathered on students and use to inform practice.
- Oversee and monitor the quality of Provision Maps, Individual Education Plans (IEP's) and Support Plans
- Review IEPs and support plans half-termly with parents, students, teachers and agree and communicate new targets.
- Lead the Review Meetings for students with inclusion support and provide information on progress to families.
- Work with the Lead Teacher Inclusion to provide support for students in the areas of speech and language, communication and social skills

Leadership & Management of Others:

Lead and manage the department members; inducting, developing, deploying and motivating; to ensure all have clear expectations of their roles, and that high-performance standards are achieved and maintained.

- Ensure that all members of the department are suitably trained in aspects of support for students with additional needs
- Empower members of the department to develop their potential to ensure continuous improvement
- Chair meetings to ensure that they are used effectively to review performance and ensure those actions are recorded and implemented
- Work closely with the Head of Inclusion (Secondary) and other stakeholders to ensure an effective transition of students with additional needs into Year 7
- Work with the Head of EAL to deploy resources effectively

Leadership and Management of Students' Attainment and Progress:

Work with students, heads of year and class teachers to ensure realistic expectations of behaviour and achievement are set for students with additional needs.

- Monitor the achievement, welfare and discipline of students, and follow up the progress reviews, liaising with the pastoral team and parents when appropriate.
- Coordinate intervention strategies and resources.
- Work with the admissions team to identify students who may qualify for inclusion support on entry to ISB.
- Lead the internal referral process to identify students who may require additional inclusion support after entry to ISB
- Disseminate information about inclusion support for students to class teachers, heads of year, curriculum leads and PLT

Leadership and Management of Continuing Professional Development

Set meaningful and achievable personal targets for yourself and others, that focus on improving student progress.

- Be proactive in identifying training needs within the department, ensuring that they are appropriately met, and that all members of the department are active in their own personal and continuous professional development.
- Lead INSET regularly and where appropriate; this may include chairing and to be a part of working parties.
- Provide opportunities for observation of colleagues/visits to other classes/phases in order to share best practice.

Leadership and Management of resources:

- Monitor and control the department's allocated budget and purchasing arrangements, to ensure the efficient and effective use of all resources.
- Identify levels of additional inclusion support required by students and the additional fees that the support will incur.
- Ensure that all resources are fit for purpose and used in accordance with health and safety guidelines.

All ISB staff are expected to:

- Act as a positive role model.
- Offer at least one Extra Curricular Activity per week as described in the primary school ECA policy.
- Undertake duties at break and lunchtime in order to ensure the health and safety of our students.
- Attend meetings when required.
- Ensure all CIS requirements are effectively carried out.
- To carry out cover for colleagues when required.
- To take part in school trips and events.
- To undertake such duties as are reasonably determined by the Executive Principal.

This job description may be amended at any time after discussion with you, but in any case will be reviewed within one year.

Signed

Date