

NORTH LONDON COLLEGIATE SCHOOL DUBAI

seeks a

HEAD OF INCLUSION

Effective September 2020

THE UK SCHOOL

North London Collegiate School (UK) was founded in 1850 by Frances Mary Buss in order to offer an academically ambitious education to girls, similar to that available to their brothers. The School has pioneered women's education for over 160 years and remains among the highest achieving schools in the UK. Exam results consistently top the UK league tables and the School has repeatedly outperformed other prestigious schools in terms of Oxbridge success rates. The Sutton Trust has rated NLCS as first in the UK for success in placing students at competitive universities and NLCS is one of only two schools to have been twice named by the *Sunday Times* as 'Independent School of the Year', which described it as 'Possibly the best advertisement for girls-only education in the country'.

In 2011, North London opened its first international 'branch' school in South Korea – NLCS Jeju. Working with an agency of the South Korean government, the school was the first of a number of international schools to be built as part of an ambitious project to transform the island of Jeju into a global 'hub'. The School opened with over 400 pupils and, now entering its ninth year of operation, has nearly 1400 on the roll. NLCS Jeju offers the IB Diploma to all students in the Sixth Form and has achieved outstanding results since its first cohort of graduating students in 2014. The average IB Diploma score in 2018 was 37, with four students achieving a perfect 45.

THE DUBAI SCHOOL

We aim to be the top-performing IB World School in the UAE, supporting the aspirations and abilities of all students; as a result, they and their families will choose to stay in Dubai throughout their Primary and Secondary schooling.

North London Collegiate School Dubai offers an academically ambitious education in keeping with the aspirational ethos of NLCS (UK), and the same impressive range of extra-curricular activities, to foster well-rounded individuals who are capable of becoming leaders. The School is a coeducational day school for pupils aged 3-18 years, situated within the prestigious Hartland development in Dubai. The School was built and is funded by our partners in the project, a leading Indian property development company, Sobha.

While ensuring academic excellence and intellectual challenge, NLCS Dubai is equally concerned with supporting the development of the whole person and aims to inspire confidence, individuality and self-esteem. NLCS Dubai is an English-speaking school, and is authorised as an IB continuum school for the Primary Years Programme, Middle Years Programme and Diploma programmes. A number of lessons per week are devoted to the teaching of the Arabic language, UAE Social Studies and Islamic Education. (Islamic Education is compulsory for Muslim students only.)

Unlike many UK independent schools, NLCS has a firm commitment to ensuring close links with its overseas 'branch' schools. Every effort is made to replicate the ethos and standards of NLCS overseas. Wherever possible, staff for overseas schools are interviewed in London and by NLCS (UK) staff, as well as staff from our overseas schools. All teachers, once appointed, are invited to travel to London for induction and training at the UK school and this is generously funded by our partners. Once an overseas branch is open, it is regularly monitored and inspected by the UK school, and close links are formed through pupil and staff exchanges, joint departmental projects, educational visits and extra-curricular activities, such as videoconference debates and jointly produced student publications.

As the NLCS family of schools expands (with a further overseas school opening in Singapore in 2020), it is hoped that partnership activities will expand so that each school in the group develops links with the others. We also hope to see staff join the group in order to build their career with us and benefit from the many professional development and career-progression opportunities, which a group of world-class schools such as ours can offer.

THE ETHOS

The ethos of NLCS Dubai echoes that of NLCS (UK) – every effort is made to recreate the ethos of the UK 'parent' school, whilst taking into account and remaining sensitive to the local culture and context. We provide a first-rate ambitious academic education for every child, which inspires a life-long love of learning and gives students the knowledge, attitudes and confidence to flourish.

At North London Collegiate schools, academic success is gained not through an emphasis on results but by creating an atmosphere of rigorous scholarship, where pupils are encouraged to study beyond the examination syllabus in order to develop their intellectual independence and love of their subjects. The pastoral well-being of students is of the utmost importance and good relationships are fostered between pupils and staff, as well as between the pupils themselves.

The extra-curricular life of NLCS schools is vibrant, both in academic and non-academic fields. Students participate in a wide range of subject-focussed clubs and societies, from weekly book groups to Debating, to 'Mad Scientists' and 'Model United Nations'. In the UK School, over forty academic clubs and societies operate weekly meetings and events led by the Senior Students, in order to give every opportunity to develop their intellectual curiosity, independence of thought and genuine love of subject; there are a large number of student-produced academic journals which reflect the particular interests of these societies.

Non-academic activities also thrive as the School aims to create an environment in which the whole personality can grow. Extra-curricular Sport, Music, Art and Drama are all of excellent quality and over seventy activities take place at lunch times and after school each day, with large numbers of students involved.

In the UK, the School has produced sports players at national and regional level as well as nationally recognised musicians, composers and actors. Since the opening of a state-of-the-art Performing Arts Centre in 2007 in the London school, productions and concerts have benefited from this professional standard facility with over 40 performances a year in this venue alone. NLCS Jeju and Dubai also have state of the art Performing Arts Centres that places the creative arts at the centre of our extra-curricular, and events programme. This culminates in our Arts Festival during the last week of the academic year.

THE CURRICULUM

NLCS Dubai is an “IB Continuum School” offering the IB Primary Years Programme (PYP) in the Junior School, Middle Years Programme (MYP) in Grades 6 to 10, and Diploma Programme in the Sixth Form. NLCS Dubai is authorised in all three programmes. The curriculum reflects the academic ambition and aspirations of NLCS (UK), and schemes of work will broadly reflect the curriculum of NLCS (UK).

As mentioned above, an extensive extra-curricular programme of Sport, Music, Drama and other activities, which closely reflects that at NLCS (UK), are provided to enrich and broaden the education offered, developing the talents and confidence of students.

LIFE IN DUBAI

Dubai is a thriving international hub, where approximately 90% of the 9.4 million residents are expatriates living alongside the local Emiratis. The successful candidate will be sympathetic to and considerate of the culture of a Muslim country, in both their personal and professional life.

THE POSITION

NLCS Dubai is seeking a dynamic, energetic, well-qualified and highly committed person to lead Inclusion across the whole school. The appointee will lead and manage the teaching and learning within the Inclusion Department promoting the understanding of inclusion, share good practice and ensure appropriate curriculum adaptations are made so that every student makes progress.

This is a whole school role and while teaching in the Senior School, experience of working with Junior School students is an advantage. The successful candidate will coordinate the provision of Inclusion across the whole school – from Pre KG to Grade 12.

The successful candidate will also ensure that the qualities of the IB Learner Profile and the core academic skills of research and inquiry are embedded within the curriculum. It is essential that the Head of Inclusion has the ability to communicate deep knowledge of and passion for the subject. Previous experience of the IB Middle Years and/or the IB Diploma are an advantage; of prime importance is an ability to motivate and inspire students and lead staff in order to ensure that academic provision is consistently of the highest standard.

The appointee will manage all aspects of teaching and learning in the department, in keeping with the overall aims of the School. He/she will also be responsible for supporting members of the department in all appropriate ways, ensuring that they work together as a cohesive and collegiate team in effectively addressing the aims and priorities of the School. The appointee will ensure that all members of the department offer support to the learning and pastoral needs of individual students, in keeping with the School’s aims and values. They will also line manage the Junior School Head of Inclusion.

All members of staff are expected to be involved in pastoral care within the School community, usually in the role of form tutor or co-tutor, and to contribute to the extra-curricular life of the School.

QUALIFICATIONS & QUALITIES SOUGHT

Please see Person Specification

TERMS AND CONDITIONS

North London Collegiate School Dubai has its own salary scale: salary and benefits will be highly competitive and commensurate with the successful candidate's qualifications and experience.

LOCATION

This post will be based in Dubai.

TENURE OF APPOINTMENT

Three years.

PARTICULARS OF THE SEARCH

Applicants are invited to submit:

1. a letter of application, addressed to the Principal of NLCS Dubai, Mr James Monaghan
2. a fully completed application form - available from the school website www.nlcsdubai.ae

The application form should contain the name, email address, postal address and daytime telephone number of two referees who may be contacted with the candidate's permission; these should be direct supervisors or persons in senior positions of responsibility – not peers - who can validate the applicant's suitability for the role.

E-mail: recruitment@nlcsdubai.ae

The closing date for applications is 12:00pm (UAE time) on Thursday 14th November 2019.

It is anticipated that interviews will take place during the week beginning 18th or 25th November 2019.

All UAE based candidates shortlisted will be invited to NLCS Dubai for interview and to teach a lesson. UK based candidates may be invited to NLCS London for interview and to teach a lesson.

PERSON SPECIFICATION

HEAD OF INCLUSION

North London Collegiate School Dubai

NLCS Dubai seeks an enthusiastic and highly qualified **Head of Inclusion** to lead Inclusion across the School.

Professional Qualifications and Experience

- Teaching qualification
- Successful experience of teaching at secondary school level.
- Have a successful and strong track record in Inclusion with SENCO in a secondary setting
- Knowledge of CEFR, (I)GCSE level, IELTS and TOEFL curricula, their delivery and assessment (preferable)
- Excellent teaching and learning practice
- Evidence of continuing professional development, research and training

Knowledge

- Awareness of current educational developments, initiatives and research relating to inclusion.
- Thorough understanding of managing planning, assessment and record keeping and how these affect optimal pupil progress.
- Thorough understanding of how children learn and safeguarding legislation and safer working practices.
- A sound knowledge of curriculum and Inclusion across whole school environments with specialist knowledge of Secondary School inclusion (Yr7-13) (Gr6-12)
- Evidence of CPD related to the role.
- A good knowledge of ICT and an understanding of its use to support inclusion and personalised learning.
- Ability to analyse data to raise attainment of pupils with SEND and EAL students.

Personal Qualities and Skills

- Native speaking level of fluency in written and spoken English.
- Ability to cope with the fast pace of life in the School, while placing a premium on close team work, flexibility and good communication skills
- Willingness to take part in the curriculum development of the School
- Ability to remain calm, a good sense of humour and the enthusiasm to enjoy the challenges of the role are essential
- All members of staff are expected to make a contribution to the varied extra-curricular life of the school
- The ability to integrate technology to produce exciting and academically stretching and knowledge rich lessons

JOB DESCRIPTION

HEAD OF INCLUSION

North London Collegiate School Dubai

The Head of Inclusion will play an important role at NLCS Dubai. His/her principal duty will be to manage all aspects of provision for Special Educational Needs and Disabilities in the School and to lead the work of the SEND and EAL Department as well as teaching assigned classes in English.

This role is responsible for the overall strategic direction and provision of support for special educational needs and disabilities within the School. He/she ensures a clear and coherent ethos for addressing the needs of students across the School.

The responsibilities include:

- fostering and supporting the School's ethos, values, rules and guidelines
- ensuring provision throughout the School is consistently of the highest standard
- meeting regularly with teachers to lead discussion and development
- oversight of the work of SEND and EAL teaching staff
- responsibility for the administration of the department budget, and ordering of resources
- ensuring the effective use of resources and strategies to support SEND and EAL provision

This role is responsible to the Principal for the performance of his/her duties and reports to the VP (Director of Studies), who oversees the school's preparedness for KHDA inspections and compliance.

Core Responsibilities of the Post

- Develop and implement the whole-school strategy for Inclusion Department, and lead the approach within the Department in delivering this
- Ensure that SEND provision at NLCS Dubai is consistently of the highest standard
- Oversee of the work of staff within the Department, leading the performance management of the team
- Assist with the recruitment, assessment and appointment of SEND and EAL personnel
- Liaise with the Pedagogical Leadership Team to guide the creation and implementation of effective, differentiated school-wide strategies to support SEND and EAL needs
- Actively review SEND/ EAL provision on a regular basis, to identify and implement strategic goals that will facilitate the creation of exceptional learning experiences for students with SEND and difficulty with English language
- Engage colleagues to discuss and evaluate their provision for SEND students, the impact that it has on pupil learning and to share best practice
- Provide support to departments in developing and implementing strategies to support pupils with SEND and EAL students
- Implement effective strategies to track and monitor the progress of students with SEND, and to co-ordinate interventions where appropriate

- Co-ordinate links with relevant staff in the School to ensure consistency of provision
- Liaise with parents and with external agencies as appropriate.
- Working with Heads of Faculty, Heads of Department and subject teachers, ensure that there is effective provision for the needs of students within the delivery of the curriculum
- Line manage the Junior School Head of Inclusion
- Have a strategic overview of Inclusion across the whole school
- Liaise with tutors, Heads of House and the Head of Sixth Form as appropriate
- Carry out assessments of students' needs
- Work in conjunction with appropriate staff in the School in order to ensure that consistent standards of SEN provision are secured across the School
- Provide individual support to students as required, either one-to-one, in small groups, or within the classroom setting.
- Act in accordance with relevant legislation in the UAE and Dubai, as well as UK guidelines, particularly with regards to educational provision, health and safety initiatives and safeguarding and ensure that all students and staff maintain these standards
- Be aware of the KDHA inspection framework and work closely with the Junior and Senior Team to evaluate practice across the whole school

As with all posts, the Principal will reserve the right to vary the precise responsibilities should needs change and opportunities arise.