

Head of Inclusion Job Description

Department: Senior Leadership Team

Direct Reporting Line: Principal

Job Purpose: The Head of Inclusion has the overall responsibility for ensuring appropriate quality provision, attainment and progress for students identified as Special Educational Needs (SEN), English as an Additional Language (EAL) and Gifted and Talented (G&T). The Head of Inclusion is also responsible to communicating and engaging with parents and a variety of external student support services to ensure that all students have access to appropriate interventions and learning strategies to meet their individual needs.

Key Relationships (Internal and External): Principal, Senior Leadership Team, Department Heads, Curriculum Coordinators, Teachers and Learning Assistants

Key Accountabilities:

- Create and maintain a register of all students with specific educational needs requiring support
- Create, monitor and review effectiveness of SS policies and procedures
- Oversee day-to-day operation of the school's SS policies
- Effective management of budget and prioritization
- Tracking the progress and development of targeted students in conjunction with class/subject teachers and team leaders
- Collect data and analyse student results
- Support the identification of student needs, including conducting individual assessments as needed
- Support and monitor the development and review IEPs as appropriate
- Design and coordinate intervention and ensure effective implementation and provision of programs for students
- Identify barriers to learning for identified students and share appropriate strategies with staff
- Mentor and induct new staff within the team
- Line manage and monitor the performance of ILSAs in school
- Report back to and meet with teachers and parents as appropriate
- Provide training and coaching of classroom LAs to extend their knowledge and skills in supporting students to narrow gaps, address areas of need and accelerate learning
- Maintain high levels of communication with all relevant parties
- Create and maintain a register of students with extra time exam/assessment accommodations
- Ensure examination and assessment provision and accommodations are in place for specific students with phase coordinators and subject leaders.
- Delegate sectional responsibilities where appropriate
- Attend various parent/teacher occasions
- Develop strategies to most efficiently and effectively assist students targeted
- Assist as necessary with enrolment and admissions procedures and assessments
- Resource management
- Conduct and report on student observations

- Conduct lesson observations and support teacher development
- Implement effective screening and diagnostic procedures to identify specific learning needs
- Performance management of staff with focus on differentiation to impact on teaching
- Receive and act upon Records of Concern where necessary
- Lead weekly, minute meetings with staff involved in Student Support
- Ensure regular timetabled meetings with Heads of Section
- Ensure transparent and appropriate regularity of meetings with parents, along with classroom/subject teachers
- Prepare reports as required to meet particular circumstances, i.e. DSIB, SEF, requirements, quarterly reports etc.
- Attendance of SLT meetings (is SLT going to be part of the role so will it be attendance at all SLT meetings as and when necessary to provide updates or advice/guidance as appropriate)
- Initiate, develop and manage effective and supportive relationships with external agencies/providers as appropriate, e.g. Child psychology services
- Ensure any specific or critical action required for any students is shared with staff as necessary and that PD, if required, is provided
- Develop opportunities across Taaleem for professional sharing and development

Person Specification:

Education: Bachelor's degree, Teaching certification, educational leadership/management workshops (e.g. NASENCO, NPSQL)

Experience: 2 years' senior or middle leadership in a similar setting

Competencies: knowledge of international accreditation, inspection and evaluation frameworks, excellent communication skills in spoken and written form, educational leader and outstanding teacher, sound decision making, solutions focused, knowledge of child protection and health and safety, experience in developing and/or sustaining high performance teams, highly effective relationship management with a variety of stakeholders, expert knowledge of SEN, EAL and G&T quality provision and curriculum.

Attributes: collaborative team player, inspirational speaker, empathetic listener, integrity, strategic thinker, able to convert vision into action, internationally minded, emotional intelligence, intercultural awareness, creative, persuasive, flexible and capable of managing growth and instilling high standards, adept in multilingual settings, spirited, pioneering, professional and nurturing.

Acceptance and Approvals

Confirmed by Employee:

Signed:

Date:

Reviewed by Line Manager:

Signed:

Date: