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| **Job Title:** Director of Inclusion | **Salary Range:** MPS/UPS + TLR1b |
| **Responsible to:** Headteacher, Deputy Headteacher, Governing Body and CORE Education Trust | **Location:** Arena Academy |

***This job description is a guide to the work you will initially be required to undertake. It may be reviewed from time to time to meet changing circumstances.***

**Job purpose - Leadership and Management:**

* To lead on and develop Inclusion at Arena Academy.
* To be responsible for the vision and implementation of inclusion including the cohort of alternative provision students.
* To monitor and support the overall progress and development of students across both Key Stages.
* To lead a team to support Inclusion and alternative provision.
* To identify and intervene with vulnerable students to ensure they make progress and achieve high standards.
* To share and support the Academy’s responsibility to provide and monitor opportunities for personal and academic growth.
* To liaise with relevant members of SLT who oversee pastoral.
* To attend SLT meetings and other duties directed by the Headteacher.
* To contribute to the pastoral area and academy’s improvement plan and its implementation.
* To contribute to the whole academy’s planning activities and key priorities.
* To continue personal development in the relevant areas.
* To track student progress and use to inform strategic planning.
* To play a full part in the life of the academy community.

**Academic Progress:**

* To work as a member of a designated team and to contribute positively to effective working relations within the Academy
* To maintain appropriate records and to provide relevant, accurate and up-to-date information about the progress of students.
* To follow agreed policies for communications in the Academy.
* To contribute to the development of effective subject links with external to the Academy.
* To ensure a high quality learning experience is delivered to all students including the use of a variety of delivery methods which stimulate learning appropriate to student needs.
* To teach students according to their educational needs including, setting and marking of work.
* To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
* To provide or contribute to oral and written assessments, reports and references relating to individual students and groups of students.
* To ensure that ICT, Literacy, Numeracy and subject specialism(s) are reflected in the teaching and learning experiences of students.
* To maintain discipline in accordance with the Academy’s procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework
* To undertake assessment of students as required by external examination bodies, departmental and Academy procedures.
* To mark, grade and give written and verbal diagnostic feedback as required.
* To ensure that SEND students receive appropriate support to meet their curriculum needs.
* To plan and deliver inter-disciplinary projects which bring together knowledge and skills, which are focused on real-world enquiries and which culminate in a high quality end product.

**Administration:**

* Assist with the co‐ordination of events such as Guided Choices, Open and Parents Evenings
* Managing and meeting deadlines.

**Staff Development:**

* To continue personal development in the relevant areas including subject knowledge, pedagogy, educational developments and teaching methods
* To engage actively in the Performance Management cycle.
* Participate in whole school CPD programmes
* To take part in the staff development programme by participating in arrangements for further training and professional development.

**Safeguarding:**

* Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding and Safe Practices policy within the Academy
* Comply with the Academy’s Safeguarding Policy in order to ensure the safety and welfare of children and young persons

**Communications, Marketing and Liaison:**

* To communicate effectively with the parents and carers of students as appropriate
* To take part in marketing and liaison activities or events

**Personal Responsibilities:**

* To play a full part in the life of the academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example
* To actively promote academy policies and procedures
* To comply with the academy’s Health & Safety policy and undertake risk assessments as appropriate
* To undertake duties during the day as per the rota in times such as break and lunch
* To attend meetings, staff training and any calendared Academy events as expected
* To set appropriate cover work during any leave of absence.

**Notes:**

* The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
* This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
* The duties may be varied to meet the changing demands of the academy at the reasonable discretion of the Headteacher.
* To participate in the operation of the Academy’s Appraisal Scheme.
* Such other duties as may be appropriate to achieve the objectives of the post to assist the Academy in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.

**Mobility:**

* The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Academy they may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions.
* This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.
* This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

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| **Job Description Reviewed By: Headteacher**  **Date: 6th February 2019** |



**Person Specification**

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| **Job Title: Director of Inclusion** | **Salary: MPS/UPS + TLR 1b** | **Location: Arena Academy** |

ThePerson Specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

All posts will be subject to a DBS clearance at Enhanced level.

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|  | **Essential** | **Desirable** |
| **Education, Training and Qualifications**   * Degree or equivalent * Qualified Teacher Status * Evidence of and commitment to continuing professional development | **X**  **X**  **X** |  |
| **Experience, Knowledge, Skills /Competencies**   * Successful school teaching experience with experience of teaching across the age and ability range. * Well-developed subject knowledge. * Knowledge and understanding of the theory and practice of effective teaching and learning. * Knowledge and understanding of key policies in particular: health and safety, child protection, SEND and their implementation in schools. * In depth knowledge of best practice in teaching and learning, including the use of the latest technologies, to support student learning. * Make effective use of ICT across the curriculum when teaching and planning. * Communicate effectively both verbally and in writing, to a range of abilities. | **X**  **X**  **X**  **X**  **X**    **X** | **X** |
| **Teaching**   * Plan, prepare and deliver stimulating and engaging lessons, which make effective use of cross curricular links and teach children how to learn. * Assess and record the progress of students’ learning to inform next steps and monitor progress. * Teach using an increasingly wide range of teaching strategies to meet differing learning needs and abilities. * Successfully deploy a wide range of effective behaviour management strategies. | **X**  **X**  **X** | **X** |
| **Developing Literacy and Numeracy and high ability provision**   * Be committed to developing literacy, oracy and numeracy skills across the subjects. | **X** |  |
| **Personal Attributes**   * Resilience, the ability to work under pressure and able to meet deadlines * Ability to think strategically, creatively and to prioritise * Excellent communication skills (including written, oral and presentation skills) * Excellent interpersonal skills * A commitment to Core Education Trust vision, values, aims and the objectives of its academies programme | **X**  **X**  **X**  **X**  **X** |  |