

Dwight School Dubai wishes to recruit a Head of Inclusion

Dwight School Dubai

Dwight School Dubai is an authorised International Baccalaureate (IB) World School in three program areas – Primary Years Programme (PYP), Middle Years Programme (MYP) and Diploma Programme (DP). Our school is rooted in a long history of innovation in education dating back to the founding of Dwight School (New York) in 1872. With campuses in New York, London, Seoul, Shanghai and now in Dubai, as well as our Dwight Global Online School, each Dwight School shares the same commitment to igniting the spark of genius in every child. Kindling their interests, we develop inquisitive, knowledgeable, self-aware, and ethical citizens who will build a better world. Dwight's vision is to foster the next generation of global leaders who can thrive anywhere in the world.

In Academic Year 2021-22 Dwight School Dubai will have classes from PreK to Grade 12.

The School works closely with the local education regulator KHDA (Knowledge and Human Development Agency) to ensure that not only are all regulator and accreditation requirements fulfilled but will act as an example of best practice to be shared in many areas of teaching and student experience.

Job Description for Head of Inclusion (known as Head of Quest)

Role and Responsibilities

1. Quest leadership

- 1a. Responsible for preparing and developing the Quest Manual for best practice (PreK-12).
- 1b. Responsible for managing an up-to-date Quest / Inclusion policy and Register, in line with IB and KHDA guidelines, to include provision for SEN/POD, EAL/ELL and Gifted & Talented students in PreK to grade 12.
- 1c. Work closely with the admissions team, and in accordance with the school's admissions policy, to determine if any student should be admitted on the basis of entering the Quest Program for the academic year.
- 1d. Evaluate possible special needs accommodations for incoming students, a process determined by examination of any educational psychologist or medical reports.
- 1e. Work with Quest team and parent/s to evaluate current students annually (IEP) to determine the need for Quest sessions based on most recent evaluations.

1f. Create appropriate schedules / timetables for self, Quest team and all students that require Quest support.

1g. Demonstrate comprehensive understanding of assessment, in line with school policy, including effective use of data to inform planning and intervention.

1h. To track and monitor Quest student academic, social and emotional progress and intervene when students are under-performing.

1i. Establish, monitor and evaluate short, medium and long term plans for the development of the department. Plans will support the school's strategic planning, improvement and evaluation.

2. Accommodations for Internal assessment and communication with subject teachers

2a. Ensure that all subject teachers are made aware of specific accommodations approved for any student, irrespective of enrollment in Quest sessions.

2b. Ensure that subject teachers fully understand the nature and requirements of such accommodation and how this applies in their subject area.

2c. Ensure that all subject teachers fully comprehend the role of Quest personnel and how they are expected to interact with Quest teachers in terms of reporting.

2d. Ensure that the nature and function of Quest is fully understood by the whole school community.

2e. Provide professional development sessions for subject teachers to ensure that they are competent in understanding best practice to deal with students with special needs in the classroom.

3. Accommodations for external assessment

3a. Plan and oversee examination support for Quest students in line with IB / examination board and KHDA guidelines

3b. Ensure that evaluation documentation for all students who are authorized for assessment accommodation (irrespective of enrollment in Quest sessions) is maintained in a secure location, with copy provided to the designated person for inclusion in the student's file.

3c. Provide clear timelines to parents, students and faculty indicating the deadlines by which submission of evaluative material must be made in order to authorize specific accommodations for external assessments.

3d. Work closely with MYP and DP Coordinators to ensure that any examination modifications for students with special needs are effectively organized.

4. Reporting and communicating

4a. Oversee the design, content and structure of the Quest reports, sent out each trimester.

4b. Ensure that Quest personnel complete these reports in a timely manner for posting online for final review and release to parents.

4c. Communicate with the whole school community the nature and purpose of Quest classes. This communication should take the form of written and online information. In addition, be available at appropriate parent meetings to detail the role of the department in general.

5. Professional responsibilities

4a. Establish clear expectations and constructive working relationships with the team, ensuring collaboration and support.

4b. Consistently demonstrate professionalism and high professional standards.

4c. Clearly and consistently communicate with families and other Dwight community members

4d. Actively participate in the professional (Dwight) community

4e. Ideally, the post holder will become one of the school's safeguarding leads and would therefore be expected to complete / attend relevant training and professional development.

4f. Demonstrate effective use of budget and management of resources.

4g. Performance management of the team in accordance with employee review procedures.

4h. Contribute to the school's ASA/CAS Programme by leading/supporting one after-school activity each term.

4i. Invigilate DP examinations, as required, including a minimum of one evening and one weekend during the external examination session.

4j. Liaise with college counseling staff to support successful college essay writing processes and college / university applications.

4k. Any other reasonable duties as assigned by the Head of School.

Person Specification

The ideal candidate will share our mission and vision, and be a skilled and experienced teacher within the PYP, MYP and / or DP. Relevant skills and experience will be required for any leadership vacancy in the school.

The successful candidate will have a university degree and teaching qualification from a recognised academic institution; a strong record of professional development; and a positive, solution-focused, flexible approach to work.

Remuneration

The position comes with an attractive salary, medical cover and accommodation.



How to Apply

All applications must consist of the following completed documents:

1. Letter of application (two pages or less) addressed to Mr David Hutson, Head School, at Dwight School Dubai. Please state clearly in your letter your teaching and leadership (if applicable) experience, together with details of your co-curricular strengths and contributions. This should be attached to your electronic application.
2. CV (two pages maximum). This should be attached to your electronic application.

Please note:

Incomplete applications will not be considered and Dwight School Dubai reserves the right to make an appointment at any stage of the recruitment process.

Any appointment requires two good references, one of whom must be your current or most recent employer.

Due to the expected high levels of interest in positions at the School, applications will be acknowledged on receipt however only candidates selected for interview will be contacted within 21 days of the closing date for applications.

Closing Date and Interviews:

Deadline for Applications will be: 31st January 2021

Interviews are likely to take place: February 2021

Dwight School Dubai is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Please note that should your application be successful, a police check will be undertaken in the country of origin; in the UK, a disclosure will be requested from the UK's Disclosure and Barring Service.

