



DIRECTOR OF ACADEMIC ENRICHMENT & INCLUSION (UPPER SCHOOL) JOB DESCRIPTION

Job Title:	Director of Academic Enrichment & Inclusion		
RA	This role has a responsibility allowance and 50% Timetable Reduction.		
Line Managed by:	Upper School Director of Studies	Responsible for:	All Students on AGT, EAL, SEN, Social, Physical and/or Medical needs
Line Manager to:	All Upper School Inclusion Staff		

Purpose of Job

To have responsibility for the strategic and operational leadership of academic enrichment and inclusion. The central purpose is to ensure that all Upper School policies, procedures and practice provide all students irrespective of their learning differences the opportunity to achieve their academic potential. The Director of Academic Enrichment and Inclusion will also lead and work alongside Support Teachers, Lead Teaching Assistants and Specialist/Learning/Language Teaching Assistants to ensure that all students are able to access the curriculum at Harrow Bangkok and that High Performance Learning is promoted to all students so that they are able to thrive. The Director of Academic Enrichment and Inclusion will be responsible for the development, coordination, monitoring and quality assurance of academic enrichment for gifted or talented students. As part of this role, the Director of Academic Enrichment and Inclusion will forge strong links with the Heads of Phase, Heads of Faculty, Heads of House and Prep House Leaders to enable the sharing of relevant information to all stakeholders in a regular and concise manner.

Duties and Responsibilities

Main Duties and Responsibilities

1. Support the Vision, Ethos and Policies of the School to ensure effective inclusive teaching and successful learning for all students
2. Promote high levels of achievement and self-esteem for all students irrespective of background, ethnicity, gender, or disability
3. Be an outstanding practitioner/role model who knows and understands how pupils learn
4. Promote the High Performance Learning teaching, learning and mindset approach to ensure that all students are able to attain high results and teachers maintain high expectations for all students
5. Line-manage, deploy and timetable inclusion teachers, Learning and Language TAs and Lead TAs to best meet the needs of students
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10. Line-manage, deploy and timetable inclusion teachers, Learning and Language TAs and Lead TAs to best meet the needs of students
11. Establish and maintain systems for identifying, assessing and reviewing student support needs and evaluating the success of support programmes
12. Share relevant student information to all stakeholders in a regular and concise manner
13. Liaise with the Director of Teaching and Learning to ensure that suitable staff training is provided and training needs are met
14. Build systems to measure the impact of support provided

Academic Enrichment

1. Establish an academic enrichment programme which identifies and supports gifted or talented students, to stretch them beyond the curriculum
2. Maintain an up-to-date talent enrichment register which is used to identify and track student performance and engagement with enrichment activities and super-curriculum opportunities
3. Provide training for Upper School teachers and TAs to keep them abreast of the latest enrichment developments
4. Work with Heads of Faculty and Director of Teaching and Learning to coordinate and advise on stretch, challenge and enrichment opportunities for high achieving students
5. Liaise with the Head of Careers to ensure that students gain access to enrichment, university lecture and presentation, as well as MOOCs and courses to enrich their learning
6. Support the Head of Teaching and Learning in ensuring that whole school improvement strategies are underpinning the enrichment programme

Inclusion

1. Develop policies, systems and procedures to ensure that a consistent and effective approach is implemented
2. Lead on the development of strategies and approaches to break down the Upper School curriculum making it accessible to all students
3. Effectively and efficiently deploy both language and learning support specialists to best meet students needs for maximum impact
4. Closely monitor the work of support teams ensuring that all students receive their entitlement to the Harrow curriculum and that additional provision is clearly and carefully mapped
5. Manage all inclusion referrals and advising and supporting staff to adopt effective teaching approaches for students requiring support
6. Provide or arrange training and induction for support staff and other staff where appropriate
7. Monitor staff working with students with disabilities and medical needs ensuring adequate Care Plans and programmes are in place where necessary
8. Lead review meetings, IEP meetings and parent meetings, setting targets for students where appropriate
9. Keep senior leaders up to date on a termly basis about the progress of students requiring additional support
7. Administer in-house testing to ascertain the needs of students
8. Prepare the relevant paperwork for the examination access arrangements
9. To regularly review the academic curriculum to determine whether it best meets the needs of the students

10. To proactively make recommendations for improvements to the curriculum, including examination courses and boards, should the need arise
11. Use CPOMS effectively to log any student or staff safeguarding issues
12. Advise on the best use of Therapists and outside agency support

Other Duties

1. Assist with student references as requested
2. Follow all agreed school policy and procedures as shared and in the staff handbooks
3. Undertake other reasonable duties as requested by the Director of Studies or other members of the Senior Leadership Team

Requirements

- Appropriate degree, with UK PGCE, or other teaching qualification giving QTS
- Evidence of an excellent understanding of new approaches to supporting the teaching and learning of students with diverse needs, in line with research evidence, national developments, outstanding practice and the needs of students
- Excellent interpersonal and communication skills
- Sound problem solving, planning and time management skills and the ability to lead others to meet shared goals
- Evidence of ability to have successful 'challenging conversations'
- Willingness to identify and address technical or attitudinal blockages among colleagues to inclusion or enrichment programmes
- The ability to build strong, respectful and productive relationships with all stakeholders
- Capacity to be self-directed and autonomous, and work effectively with others across the school
- Minimum three years' experience as a middle or senior leader
- Demonstrated successful experience of leading academic enrichment programmes
- Recent and consistent involvement in extracurricular activities
- Respect for all members of a school community, irrespective of position, gender, age and ethnic background
- Previous experience working with students for whom English is not a first language
- A positive and solution-focused attitude to working life
- Acceptable police checks (or equivalent) from the country of origin and from all other countries in which the applicant has worked and no question regarding suitability to work with children and appropriate references from current and previous employer, corroborated by personal phone calls made to each referee

Education is an ever-changing service and all staff are expected to participate constructively in schools activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually during the appraisal process, and will be varied in the light of the business needs of the school.

*Harrow International School Bangkok is committed to the safety and protection of children.
All employees are expected to comply with our School Child Protection and Safeguarding Policy.*