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Candidate Brief  
Inclusion Adviser - UK

# Introduction from Stuart Rolland

**Chief Executive, Europe**

Thank you for expressing an interest in the role of Inclusion Adviser UK. Supporting students with SEND is one of the most important aspects of what we do as a global education group. For September 2021, we are excited to add a SEN/Inclusion specialist to our UK Education team to provide oversight, improvement and expertise in this area.

In the UK there is a central Education Team comprised of three Directors of Education, who provide oversight of our 40 UK schools on behalf of the proprietor.

In addition to the Directors of Education, the Team is comprised of:

* Quality Assurance Officer
* Safeguarding Adviser
* Digital Learning Adviser
* **Inclusion Adviser (New position Sep 2021)**

The Inclusion Adviser is a new role for September 2021 and will report to one of the UK Directors of Education.

I hope that this information pack provides you with the information that you require to inform and support your decision making. I wish you every success with your application.

Stuart Rolland  
Chief Executive, Europe

# An Inspiring World of Education

As an international organisation with a high performing culture and inspirational learning at our core, we can offer you first-class career opportunities with a global dimension. All our colleagues receive ongoing investment in their professional development. You will be joining a global network of colleagues across a diverse yet connected family of professionals in Europe, Latin America, Middle East and Asia.

## If you want to take your career further, we want to support you in achieving that goal within Cognita.

Our people are at the heart of Cognita. We recruit the very best, and invest time and resource in professional development and providing a caring, inspiring and purposeful workplace for all our employees. Put simply, we want Cognita to be a great place to work.

The global nature of our organisation provides exciting career opportunities. This might be anything from sharing ideas and working with colleagues based in other countries, to taking part in one of our exchange programmes.

Do please take the time to speak with us about how you might become part of our inspiring world of education.

# Role Profile

**Support and challenge**

* Review inclusion/SEN provision, practice, and outcomes in named schools – identifying leading practice, strong practice, and areas for improvement
* Provide oral and written feedback which is evidence based and developmental
* Work with named schools for defined periods to support and challenge leaders and staff on specific areas of improvement
* Provide guidance to schools to ensure compliance with SEND code of practice
* Build capacity within the Cognita system by brokering inclusion leaders and staff to work with and support other schools
* Maintain proactive relationship with Directors of Education to ensure joined up conversations about school provision

**Professional learning, collaboration and advice**

* Lead the online Team of inclusion leaders
* Lead professional learning community and networks of inclusion leaders
* Plan, lead and evaluate professional learning for leaders and practitioners
* Keep up to date with effective practice, inspection frameworks and legal/regulatory frameworks, ensuring that these are shared with and understood by all schools
* Provide advice to school leaders on inclusion and admission (inclusion related) issues

**Innovation and development**

* Work with colleagues in the SSC team to define inclusion innovation which helps Cognita schools be distinctive in the independent sector

**Policies and documents**

* Draft documents as required on behalf of the Education Team
* Quality assure documents to ensure that they meet best practice and compliance with appropriate standards and regulations

**Safeguarding Responsibilities**

* To comply with safeguarding policies, procedures and code of conduct
* To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
* To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
* To engage in safeguarding training when required

# Person Specification

The IA will be a self-starter who can identify and respond to areas that require attention, whilst being focused on longer-term strategies. At different times this will include support, challenge, influence and intervening. The IA must be able to use a range of data and indicators to evaluate the provision of a school and outcomes for students. With 40 schools to consider, being able to prioritise and balance strategic matters is a core part of the daily experience.

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|  | **Essential** | **Desirable** |
| **Skills** | * Ability to deliver training and leading events |  |
| **Qualifications** | * Qualified teacher status * Degree level | * Post degree qualification desirable * Training and work as a school inspector |
| **Experience** | * Proven track record of leading Inclusion/SEND provision with clear evidence of impact over time * Senior experience in a school setting | * Experience of multi-site school leadership * Multi sector experience (public, state, international) * Cross phase/age experience * Experience of working in a complex matrix organisation |
| **Other** | * Knowledge of safeguarding regulations and requirements * Knowledge of independent school standards * Knowledge of relevant UK legislation * Developed knowledge of pedagogy including assessment * Access to a car and a clean driving licence * Able to demonstrate integrity and a strong moral compass * Genuinely want the best for children in terms of provision and outcomes * Able to offer expert guidance to schools and other colleagues * Have a critical eye, with a supportive demeanour * Can juggle competing priorities and manage yourself. | * Knowledge of contextual issues facing independent schools in the UK |

## Safeguarding and governance in our schools

Cognita is the proprietor of each Cognita school. As such, Cognita has the legal responsibility and accountability for ensuring that the School is compliant, demonstrating the highest standard of pupil safety, quality of education and effectiveness in all areas of school life.

Cognita schools do not have governing bodies. However, they all have strong and established governance arrangements.

The Director of Education (DE) is the named Chair of Governors in each school. The DE is the line manager of the Head and represents the proprietor. DEs are a critical friend to the Head, supporting with a drive to ensure that each school is the very best it can be.

High standards of safeguarding are critical. Nothing is more important than ensuring that our children are safe and well cared for. DEs must maintain a good working knowledge of safeguarding in order to monitor and evaluate this aspect.

Each school is reviewed by an independent safeguarding reviewer at least once per year. In addition, each school has an independent health and safety review each year.

## How the IA will spend their time

The IA role is multi-faceted and varied. Whilst there is a requirement that the IA will have come from a background of senior leadership in a school, it is important for potential candidates to recognise two very significant differences compared to a school-based role:

* **Travel** – All central education colleagues are home-based and travel a significant amount in order to fulfil their duties. This means that the IA must be comfortable with this as a common feature of their professional life. The role necessitates essential travel and time away from home.
* **Team membership** – Whilst the IA is a key member of teams within Cognita, they will spend much of their time working alone, needing to be a self-initiator and independent. This is a big change from a role in schools, where you have your team around you and within easy reach.

# We value your application

Thank you for taking the time to read about this opportunity with Cognita. We appreciate how busy you are and hope you have found this candidate brief informative.

You will be expected to take up the post in September 2021. However, we do have flexibility as it is important we find the absolute best person for this great opportunity.

A remuneration package reflecting your skills and experience will be offered.

In addition to salary, travel allowance and medical insurance, IAs are part of the company pension scheme. (Please note that it is not possible for IAs to be a member of the Teachers Pension Scheme.) This post attracts 25 days annual holiday in additional to statutory holidays in the UK.

If you have any questions please do not hesitate to contact Claire Hinson: [claire.hinson@cognita.com](mailto:claire.hinson@cognita.com)

Your letter of application should address the requirements for the post as outlined in this document.

The recruitment process is as follows:

**Closing date**

09 April 2021

**Selection process**

Shortlisted candidates will be invited to attend an interview with members of the Cognita Education Team in April 2021.





Cognita Ltd

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