GLF Schools Job Description – Head of Inclusion

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| Job Title | Head of Inclusion | Job Reference |  |
| Location | Meridian High School | Travel required | No |
| Core purpose | | | |
| * To provide operational leadership of our PINNACLE and SUMMIT provisions providing robust and personalized support to students in receipt of SEMH and SEND interventions. * Ensure that the inclusive ethos of the school is embedded so that all students have accessible and well considered learning pathways and make progress. | | | |
| *Key Accountabilities* | | | |
| Strategic leadership | | | |
| * Ensure the design and implementation of learner pathways are robust, purposeful and impactful. * To use data effectively so that decisions are made from a data informed perspective and serve the students needs at all times. * Communicate, model and lead all members of staff within the inclusion team ensuring that training needs are identified and met improving the quality of provisions implemented. * Monitoring all personalized learning pathways following the plan, do, review method and making adjustments when needed. * To work closely with the Deputy SENDCO, SENDCO and Senior Leader for Behaviour ensuring there is a cohesive approach to supporting the most vulnerable students. * To work closely with Lead Learning Mentors ensuring that all interventions are carefully designed and implemented to a high standard in all areas. * To develop positive relationships with parents and carers ensuring good communication so that parent partnerships are strong. * To support the DSL as DDSL in all areas of safeguarding. * Building collaborative and positive relationships with external agencies ensuring support is delivered to a high standard. * To work closely with the Pastoral Welfare Leaders to ensure reporting systems, reintegration plans and support is robustly monitored and impactful. * To work closely with alternative provisions and Croydon Local Authority for those on placements and managed moves. * To effectively monitor in class support for individual students ensuring that the alternative curriculum offer is well supported within the mainstream curriculum offer. | | | |
| Securing Accountability | | | |
| * Line managing Lead Learning Mentors and Pastoral Leaders to create a cohesive inclusion team. * Provide training and expertise in all areas so that staff are upskilled and capable to deliver quality first support. * Reporting to Senior Leaders on all aspects of progress and attainment data for students on pathways. * Reporting to SSB (School Standards Board) on behaviour and inclusion data * To work closely with GLF inclusion leads and make a positive contribution to trust wide inclusion projects. * To work alongside Senior Leaders in the review, development and implementation of all policies relating to inclusion. * Undertake professional duties and responsibilities necessary for the smooth running of the school. | | | |
| Accountability | | | |
| * Accountable to Senior Leadership Team * GLF Schools expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities. | | | |
| Safeguarding | | | |
| * GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion. | | | |