

Notre Dame High School Job Description

Notre Dame High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Job Title	Inclusion Hub Leader: Teaching and Intervention
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Salary	Teachers' Pay range M1 – M6
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Purpose of the Job	<p>The Inclusion Hub Leader will support the implementation of the Notre Dame High School Mission Statement, and the Hallmarks of the Notre Dame Schools.</p> <p>In particular, they will contribute to the teaching and intervention programmes of students placed in the Inclusion Hubs to ensure that each student can achieve their potential. They will help to establish a restorative, trauma informed culture in school, in line with our ethos through direct work with students.</p>
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Responsible To	Head of Inclusion
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Responsible For	Educational provision in our Inclusion Hubs
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Level of Contact with Children & Degree of Responsibility	Level of Contact with Children	High
	Degree of Responsibility for Children	High

Conditions of Employment	The conditions of employment for teachers are defined in the current School Teachers' Pay and Conditions Document.
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	<p>The postholder will be expected to undertake duties in line with the professional standards for qualified teachers.</p> <p>The postholder will also be expected to endeavour to implement the Notre Dame High School Mission Statement, promoting and supporting the ethos of the school as learning and caring community committed to following Christ's teaching.</p>
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Primary Responsibilities:

Under the general direction of the Head of Inclusion:

- Work directly with students across KS3 & KS4, who are not able to access full time classroom-based education, to ensure they are fully supported.
- To lead the academic teaching of students studying in our Inclusion Hubs (*students will be accessing the hubs based on SEN or behavioural needs*).
- Coordinate with departments to deliver adaptive learning across a range of core subject areas.
- To support with the adaptation and development of appropriate syllabuses, materials and schemes of work.
- Identify and assess the needs of students and contribute to the creation and delivery of individual learning plans.
- To support students with a diverse range of additional needs or relationship seeking behaviour.
- Leading intervention programmes designed to proactively support inclusion and restorative culture amongst students.
- To support students to reflect on their behaviour choices to ensure they are Ready, Respectful and Safe.
- To coordinate with appropriate staff to ensure that support is obtained from a range of outside agencies so that the school makes best use of specialist advice and assistance in the support of its most vulnerable young people.
- To coordinate support and learning for students from other schools on short term offsite direction.
- To support the re-integration of pupils back into normal lessons.
- To take a lead in supporting inclusion and positive student behaviour on and off site, through; supervision, duties and intervention work with individuals and groups of students

Additional Specific Responsibilities:

- In consultation with the post holder, the Headteacher may request a person takes on a specific responsibility as the school develops and / or the need arises.

General Duties

- To share responsibility both for personal continuing professional development (CPD) and for contributing to the CPD of others;
- To carry out a share of supervisory duties in accordance with published schedules;
- To participate in appropriate meetings with colleagues and parents relative to the above duties;
- To support and contribute to the Catholic nature of the school as directed by the Headteacher and Governors;
- To share responsibility for the school's commitment to safeguarding and promoting the welfare of children and young people.