

Director of Inclusion and Deputy Designated Safeguarding Lead

Pay Scale: Inner London Leadership Scale L10-L16

Report to: Deputy Headteacher for Inclusion and DSL

Contract: Permanent

Hours: Full time

We are looking for a passionate, innovative and experienced leader to join our senior leadership team. You will play a key role in the strategic direction and development of Inclusion across the school, supporting staff and students in achieving our vision of Success for Everyone. We are at an exciting time in our development as a school and we are looking for a committed individual to drive standards further within Inclusion.

Key responsibilities:

- To act as the Deputy Designated Lead, taking responsibility for safeguarding across the school in place of the DSL, when necessary
- To work alongside the school's safeguarding team, when necessary, to provide safeguarding support and leadership to students and staff
- To oversee the school's internal Alternative Provision, ensuring that a bespoke and impactful programme of teaching, intervention and enrichment is in place in order to ensure that students who follow a non-traditional pathway are fully supported in their personal and academic growth
- To further develop the school's internal Alternative Provision to ensure that the offer is engaging, purposeful and meeting the needs of the students who require a more flexible and bespoke pathway
- To line lead the key staff involved in the Alternative Provision, including the Alternative Provision Lead
- To contribute, through teaching, to the provision of a bespoke curriculum at KS3/4 within the Alternative Provision (5-8 hours a week)
- To line lead the SENCO, ensuring that support and intervention for students with SEN needs is impactful and purposeful
- To provide quality assurance of SEN provision within classrooms, providing support for pedagogical and curriculum development, where needed
- To be the Designated Mental Health Lead for the school, overseeing the mental health provision and strategy
- To line lead the school counsellors; Mental Health Practitioner; NVR lead and school nurse

School culture and behaviour

Under the direction of the headteacher or deputy headteacher, the Director of Inclusion will:

- Create a culture where students experience a positive and enriching school life
- Uphold educational standards in order to prepare students from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from students, built on rules and routines that are understood by staff and students and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy

Organisational management and school improvement

Under the direction of the headteacher or deputy headteacher, the Director of Inclusion will:

- Establish and oversee systems, processes and policies so the school can operate effectively and efficiently
- Ensure staff and students' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Ensure effective use of budgets and resources
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively implemented

Staff management and professional development

Under the direction of the headteacher or deputy headteacher, the Director of Inclusion will:

- Performance manage middle leaders, including carrying out appraisals and holding staff to account for their performance
- Manage staff well with due attention to workload
- Ensure staff have access to appropriate, high-standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet their own needs

Governance, accountability and working in partnership

Under the direction of the headteacher or deputy headteacher, the Director of Inclusion will:

- Work with the governing board as appropriate
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all students
- Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Director of Inclusion will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Qualities

The Director of Inclusion will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's students

Person Specification:

Criteria	Essential	Desirable
Previous experience of senior leadership within a mainstream setting	X	
Previous experience of a safeguarding role in a mainstream setting	X	
Up to date DSL training		X
Line leadership experience of at least one of the following areas: SEN; pastoral care including heads of year; school-based interventions/alternative provision offer; mental health provision (e.g. school counselling)	X	
Experience at a middle leadership level of SEN leadership or pastoral leadership		X
Proven track record of effective and impactful leadership, at senior/middle leadership level	X	
Training within the last two years in any areas of Inclusion that are relevant to the key responsibilities to the role		X