

LINDEN LODGE SCHOOL

Job Description



STATUS

Job Title: Head of Inclusion

Accountable to: Headteacher

Grade: Teacher's Main/Upper Scale + TLR Responsibility

CONTEXT

To support the whole school commitment to outstanding teaching and learning. The teacher will be part of a middle management team contributing to overall school improvement.

The responsibility of the teacher will be to ensure that higher ability pupils receive personalised programmes to optimise their academic potential. The postholder will have a part-time teaching responsibility.

The Head of inclusion is responsible for creating links with mainstream partners, in particular, our partner school to enable pupils to receive a wide curriculum offer.

Teaching and Learning

- The range of duties of a class teacher as set out in the School Teachers Pay & Conditions document.
- Provide a broad, balanced and relevant subject teaching that is modified and differentiated to meet the needs of pupils.
- Provide ongoing assessments of individual pupils through the setting of individual learning goals and Individual Care Plans
- Proactively and positively manage a staff team
- Attend regular staff and leadership meetings across the school as and when required and undertake any professional duty designated by the Headteacher
- Support whole school policy development
- Prepare and deliver comprehensive reports
- Participate in the school's Performance Management review cycle
- Line manage TA's, HLTA's and other members of support staff working within your class.

Training and Professional Development

- Work in partnership with mainstream schools to develop a wide curriculum offer
- Work in partnership with a range of other professionals, parents/carers to ensure continuity for all pupils
- Keep up to date on recent curriculum developments and current SEN legislation (to include implementation of the Code of Practice)
- Attend appropriate courses and relevant training
- Contribute to the development of outstanding teaching and innovation

External Links and Partnership Building

- Develop, plan and evaluate links with partnership schools across the area particularly, our partner school Southfields Academy.
- Act as a point of contact for our external partners
- Continually monitor the opportunities provided to ensure they remain relevant to the students within the classes

GENERAL

- Work to school's policies and procedures, particularly in regard to equal opportunities, health and safety and confidentiality
- Demonstrate professional accountability at all times
- Practice within the professional codes of conduct
- Undertake additional duties as required by the Headteacher commensurate with the post and duties.

Safeguarding

Be fully aware of and understand the duties and responsibilities arising from the Children's Act and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation

Be fully aware of the principles of safeguarding as they apply to vulnerable adults to the workers role

Ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection

<i>Leadership</i>	To work under overall supervision of the Headteacher
<i>CPD</i>	Commitment to own continued professional development and to undertake mandatory training as required
<i>Teaching and Learning</i>	To maintain a high standard of teaching at a consistent level
<i>Service and Self Review</i>	Participate in the School's Self Review of performance Review methods of effective teaching and learning
<i>Behaviour / Risk Management</i>	Work with other colleagues to ensure safety of both workers and users at all times
<i>Supporting other colleagues</i>	Work with and support other colleagues to ensure the smooth and effective running of the School
GENERAL DETAILS	
REVIEW This job description does NOT define all the duties and responsibilities commensurate with the post. As such, it will be reviewed at the end of the academic year or earlier if necessary and may be amended at any time after consultation with you.	