



Deputy Head of Inclusion

Permanent role – from September 2021

32.5 hours per week, term-time only plus 2 training days

Grade: H (Points 14-19)

Full time equivalent salary £23,080 - £25,481 + £626 fringe allowance

Paid salary reflecting actual hours/weeks £17,447 - £19,214

The Inclusion team works to ensure the best possible learning, life-skills and behaviour outcomes for those students identified as requiring additional support towards those goals. We are seeking to appoint a suitably experienced and dynamic person to support and deputise for our Head of Inclusion in the leadership and management of the team and with the specific duties and responsibilities set out in the Job Description.

Roundwood Park is a forward looking and ambitious 11-18 co-educational comprehensive school with 1265 students on roll, and enjoys a very good local reputation. As a school graded 'Outstanding' by OFSTED, we were one of the first schools in the county to convert to Academy status in 2011. Roundwood Park is a school with a strong reputation as an innovative and exciting place in which to learn and to teach. It is a place where traditional values of smart appearance, excellent behaviour and acting with integrity mingle with modern learning and high academic standards. Additional information about the school can be found on our website.

If you are viewing this vacancy on a web recruitment platform, application is via the form and process on that platform. If on our school website, your application should be submitted using the Word document application form on our Vacancies page and emailed to Ian Stowe, HR Manager, at i.stowe@roundwoodpark.co.uk Either way, your personal statement or covering letter is of particular importance, and must set out why you believe you are a good candidate for this role.

We are committed to the safeguarding and promotion of children's welfare. We also have a sincere commitment to equal opportunity and celebrate diversity, including in our staff recruitment. We welcome applications from all sections of our community very warmly, and we recognise the huge strength and opportunity that comes from diversity in all aspects of our make-up. We will need to obtain references in advance of interview for any candidate short-listed, and all job offers are subject to satisfactory enhanced Disclosure and Barring Service clearance.

The closing date for applications is 8.00am on Monday, 10th May

Interviews will be held on the morning of Monday 17th May



Deputy Head of Inclusion

Job Description

Key purpose: The Inclusion team works to ensure the best possible learning, life-skills and behaviour outcomes for those students identified as requiring additional support towards those goals. The role of the Deputy Head is specifically to:

- Support and deputise for the Head of Inclusion
- Specific duties and responsibilities as set out below

Line Manager: Head of Inclusion

Salary Scale: H6

Duties and responsibilities:

- To assist and deputise for the Head of Inclusion in the day-to-day leadership and line management of the Learning Support team. To attend core group meetings with Senior/Lead Tutors and Pastoral team, case conferences and statement review meetings.
- Develop programmes to support both SEN and other identified students who need short, medium and long-term support to improve learning and behaviour.
- To help the Head of Inclusion and intervention team to identify the most appropriate support for vulnerable students and those at risk of underachievement or exclusion, and then helping in the assessment of progress – measuring impact of intervention.
- To assist and work alongside teaching colleagues in working with students to overcome behavioural difficulties in order that the students can make progress in their learning.
- To facilitate sharing of relevant and appropriate information with parents/carers and with/between other support services as appropriate. To attend meetings with external agencies as required.
- When working with specific SEN students, to support in accordance with the SEN code of practice and have up to date knowledge of SEN policy and procedures.
- To work with the Transfer Coordinator for Year 6 students who are identified to need extra support.
- To support the writing of student profiles.
- To support with examination needs and access arrangements from KS3 to KS5.
- To develop your own skills, knowledge and experience through CPD in order to keep up to date with developments in supporting students, particularly those with a variety of needs.
- To develop the work of the Study Support Centre to support students both within and outside of school, including on Work Experience placements or at external providers.
- To use your area(s) of expertise to contribute to the planning and preparation of learning activities.
- To devise structured interventions that interest and motivate learners and advance their learning and to contribute to the selection and preparation of resources suitable for children and young people's interests and abilities.

Person Specification

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Working with secondary aged children / young people • Experience across the age and ability range • Delivering lesson activities at KS3/4 	<ul style="list-style-type: none"> • Leadership of a large team of people • Multi-agency working • Management of off-site learning
Qualifications	<ul style="list-style-type: none"> • Qualifications in English and Maths 	<ul style="list-style-type: none"> • Other qualifications, e.g. degree
Knowledge	<ul style="list-style-type: none"> • Latest SEN developments/legislation • Understanding of code of practice • Child development and learning processes • Statutory frameworks relating to teaching • How intervention strategies can be used to raise standards of learning and teaching 	<ul style="list-style-type: none"> • Foundation Learning Programme
Skills	<ul style="list-style-type: none"> • Excellent numeracy/literary • Fully ICT competent to support learning • Ability to organise, lead and motivate a team • Ability to relate well with young people • Behaviour management within SEND • Excellent communication with students and/or parents in all media 	
Attributes	<ul style="list-style-type: none"> • Enjoy working with young people • Has an interest and commitment to working with all members of the school community • Committed to working with a team and ensuring that the team develops positively and creatively • Completely reliable colleague and team member with an understanding of the needs of the whole school • A recognition of work life balance 	<ul style="list-style-type: none"> • A willingness to volunteer to join staff working parties to support continuous improvement
Other	<ul style="list-style-type: none"> • Has the capacity for sustained hard work with the ability to cope with demanding peaks of activity • Willingness to take on other duties when the team requires support • Can make a contribution to the school as a whole 	