The LETTA Trust
Inclusion Leader Job Description

Post title: AHT Inclusion leader

Salary grade: L9-13

Hours: full-time

Contract type: permanent

Responsible to: Headteacher

Responsible for: Inclusion team of teachers & support staff including a SENCO

Main Purpose

- under the direction of the headteacher, to ensure that the school fulfils its aims for excellence in teaching & learning & enables all pupils to achieve
- to work alongside the headteacher to continue to develop a culture where individuals feel valued & personal development is encouraged
- to work alongside the headteacher to achieve the aims & objectives set out in the Trust & school's development plans & the school's vision
- to have high expectations of yourself & work with the headteacher to ensure that staff & pupils continually seek to improve & have high expectations of themselves & others
- to keep governors informed about the development of your areas & encourage their involvement so that they can effectively evaluate progress against development plan
- To take designated safeguarding lead (DSL) responsibility for leading, tackling and reporting on all Safeguarding and Child Protection issues as they arise in school in line with school policy.

The key leadership behaviours required for success at this level are:

Self-awareness	**Social awareness**
Emotional self-awareness	Empathy
Accurate self-assessment	Organisational awareness
Self-confidence	Service awareness
Self-management	**Relationship management**
Emotional self-control	Developing others
Transparency	Inspirational leadership
Adaptability	Change catalyst
Achievement orientation	Influence
Initiative	Conflict management
Optimism	Teamwork & collaboration

Ref: The Emotional Intelligence Model developed by Daniel Goleman/HayGroup

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Duties & responsibilities:

Organisation & management:

- to share responsibility with other members of the leadership team for the running of the school in the absence of the headteacher
- to support the headteacher in evaluating the school's provision & performance
- to facilitate effective communication within your team so that all team members are well informed & feel valued
- to work as a member of the leadership team in leading & managing the school in order to secure continued school improvement
- under the direction of the headteacher, to monitor & review policies & their implementation
- Take responsibility for addressing and reporting Safeguarding and Health and Safety issues as they arise in school in line with school policy. To raise awareness of Health and Safety issues amongst staff and ensure compliance

Pupils:

- to support & monitor pupil attainment within your areas so that pupil targets are met
- to work with the headteacher to ensure effective behaviour management & pastoral care of pupils throughout the school
- to ensure equality of access to the curriculum for all pupils

Teaching:

- to provide a model of good practice that will support the continuing professional development of other teaching & non-teaching staff
- to monitor teaching & learning within your areas so that the school's targets for standards of teaching are achieved
- to improve the quality of teaching in your areas by providing further training opportunities for staff, liaising with outside agencies & other schools & remaining up-to-date with developments & initiatives thereby enabling the school to meet its targets to develop other staff through mentoring & coaching

Curriculum:

- as required by the headteacher, to develop the school's curriculum within the context of the national curriculum & the aims of the school
- to oversee curriculum delivery within your areas to ensure coverage, progression & continuity
- to support the maintenance of effective systems of planning, assessment & record keeping

Ethos:

- to embody the school's vision & aims in daily practice
- to maintain morale & confidence & set an example of professional standards
- to foster a sense of community within the school including forging & nurturing relationships with all pupils & members of the school community
- to build partnerships with parents & carers of pupils so that they fully understand & support the school in its work with pupils
- to support the positive benefits of living within a culturally & ethnically diverse society

Equal Opportunities & Inclusion:

- to be committed to inclusive school practices & equality of opportunity so that all members of the school community are able to fulfil their potential

Specific duties re Inclusion leadership:

- to be confirmed on appointment

General requirements:

- Undertake any professional duties commensurate with the grade of the post
- Show commitment to the school, its inclusive ethos and equal opportunities for all in the school community, opposing strongly any form of discrimination
- Maintain awareness of and comply with all relevant school policies –particularly any matters relating to Confidentiality, Safeguarding, Health & Safety or Equal Opportunities.

Notes:

- This job description outlines duties which are in addition to those detailed in the duties of a school teacher as per the Teachers' Standards
- It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out

- The job description may be amended at any time in consultation with the post holder

Headteacher or line manager's signature: **Date:**

Post holder's signature: **Date:**