



## INFORMATION FOR APPLICANTS

Director of Inclusion

Salary: LD 7 – 11 (£46430 - £51234)





Dear Candidate

Welcome to All Saints Academy Dunstable.

I feel extremely proud to be the Principal of All Saints Academy and I intend to work alongside the students and staff to create a school that all can feel proud to attend. The summer results were the best in five years demonstrating the rapid progress All Saints is making.

At the Academy it is important to us that all children make the best progress possible regardless of their academic starting point. We understand that the best progress is only achieved when teachers know their students well and plan lessons with expertise, ensuring all students make progress. We are highly ambitious for everyone and fundamentally believe students should not have ceilings placed on their ability. We welcome teachers and associate staff who believe in having the highest expectations for all our students.

The Academy has had a turbulent time over the last two years but in January 2017 Ofsted stated "The new headteacher has set a clear vision for school improvement. Through rigorous determination she is now bringing direction and raised expectations of both staff and pupils.....The school no longer requires a category of concern. The school is now improving rapidly and continues its journey to being a good school."

If you feel you want to be part of our journey to Outstanding and have a genuine desire to make a difference to children's outcomes, then please apply for this post. We firmly believe that visiting a school is key to deciding whether you should apply for the role, so please wherever possible contact the school to make an appointment to look around.

I look forward to meeting you.

Yours sincerely

Liz Furber  
**Principal**

## INFORMATION ABOUT THIS VACANCY

At All Saints Academy our vision is “Living Well Together with **Dignity, Faith and Hope**”. We strive for excellence in all that we do, enabling our students to transform their lives and to hope for happy and successful futures. Our position as a Voluntary Aided Church Academy means that the Christian faith has a central role in all of our actions and decisions. We strive for excellence in all that we do, enabling our students to transform their lives and to hope for happy and successful futures.

Our vision translates into our everyday practice and our values are particularly relevant in ensuring all in our community are encouraged to strive for excellence.

We are seeking to appoint an enthusiastic and ambitious Director of Inclusion to lead and support the individualised pathways team and contribute to shaping an outstanding future for All Saints Academy. As the successful candidate you will have excellent leadership skills, able to liaise strategically both internally and externally to the Academy and be fully committed to improving student outcomes at all levels. You will thrive on the challenges to be faced on the Academy’s journey to Outstanding.

All Saints Academy is a fantastic school in which to work, with exemplary relationships at all levels. All staff and students are valued highly. We have a first class commitment to developing individuals and working with others to reach their full potential; our personalised CPD programme and facilities are second to none.

## ACADEMY FACILITIES

We are proud of our building and facilities. Our classrooms are bright, our corridors wide and spacious, and our learning environment is calm. You will see an abundance of colour, high ceilings and lots of natural light. All classrooms are equipped with an Interactive Whiteboard.

Across the Academy as a whole the accommodation includes:

- Five Science labs and a Science Studio Room
- Five Maths classrooms and a Maths Lecture Theatre
- Six English classrooms

- Three MFL classrooms
- Five Humanities classrooms
- Four labs for the teaching of Business Studies and ICT
- A further four rooms equipped with ICT
- A Modern Library with 30 computers
- A Modern Hall with tiered seating
- Specialist rooms for each of Art, Dance, Drama, Food, Media and Music
- A Recording Studio
- An amazing A Sports Hall and a Sports Exercise Room
- 3G All Weather Pitch and Multi Use Games Area

# JOB DESCRIPTION



## Director of Inclusion

### **Responsible to:**

Assistant Principal and Deputy Assistant Principal (Individualised Pathways)

### **Core purpose:**

To provide professional leadership, strategic direction and management of Individualised Pathways in order to secure high quality learning and teaching and improved achievement and attainment and promote all aspects of inclusive teaching.

### **Job description:**

The duties outlined in this job description are in addition to those covered by the latest 'School Teachers' Pay and Conditions' document. It will be regularly reviewed with you to reflect or anticipate changes in the job, commensurate with salary and area of responsibility.

### **Responsible for:**

1. The strategic liaison with relevant external agencies, interested parties and internal management structures. Aiming to ensure a coherent, outstanding, approach to Inclusion across the whole Academy.
2. The strategic liaison with relevant external agencies, interested parties and internal management structures to ensure provision is coherent and outstanding across the whole Academy.
3. The strategic lead for the analysis and evaluation of actual progress of students in comparison to the targeted progress.
4. Taking the initiative in developing innovative practices for enhancing the Inclusion Provision of the Academy.
5. The induction, support, teaching, learning, professional development, staffing and curriculum for students with an Individualised Pathway.
6. The Line Management of:
  - i. SENDCo
  - ii. Safeguarding and Welfare Lead
  - iii. Key Stage Inclusion Coordinators

## **Core Duties and Accountabilities:**

### **Leadership and Management:**

1. Influence the academy teaching and learning policy to promote aspects of inclusive teaching; lead training as required for both teachers and teaching assistants
2. Ensure a programme of regular assessment, testing and review for all students to assess any necessary additional/alternative support or to early interventions as necessary.
3. Exercise a key role in assisting with the strategic development of the SEND policy and provision.
4. Lead on the development and deployment of all provision within the Inclusion remit, including staffing and resourcing.
5. Contribute to the Academy Action Plan
6. Have strategic oversight of and support the work of the Safeguarding, Inclusion and SEND Teams.
7. Advise the Assistant Principal (IP) of priorities for expenditure and deployment of staff, and utilise resources with maximum efficiency within IP.
8. Liaise with the Assistant and Deputy Assistant principals (Pathways) in all matters concerned with the timetable, curriculum, staffing, assessment and student achievement.
9. Direct efforts towards Academy Provision improvement as well as day-to-day maintenance; take appropriate action when performance is unsatisfactory or at risk of becoming unsatisfactory.
10. Have strategic lead for developing, implementing and monitoring systems for setting and tracking objectives and triggers including data and non-parametric measures for all students.

### **The Line Management of SENDCo:**

#### **Liaise with SENDCo to:**

- Develop the range of teaching strategies
- Support the management of agreed intervention and alternative curriculum provision.
- Ensure the needs of all students are identified and catered for.
- To set realistic expectations of behaviour and achievement for all students.
- Support developments and initiatives to improve standards of literacy and numeracy in the curriculum.
- Strategically support the Academy fulfil its statutory duty for EHCPs and their annual review; including supporting the SENDCo in preparing for, managing and leading annual review meetings and provision mapping.

### **The Line Management of Safeguarding/Welfare Lead:**

#### **Liaise with Safeguarding/Welfare lead to:**

- Support Looked After Children.
- Work with the school counsellor and Chaplain.
- Build good working relationships with all stakeholders:
  - Parents/carers
  - External Agencies
  - Other schools
  - Staff
- Lead all staff in understanding the needs of IP students and ensure the objectives to develop IN are reflected in the Academy Action Plan.

### **The Line Management of Key Stage Inclusion Coordinators:**

#### **Liaise with Key Stage Inclusion Coordinators to:**

- Oversee the review of provision mapping and support plans with parents, students and teachers, agreeing new targets.
- Strategic oversight is delivered of and effective communication with all stakeholders aids smooth administration of relevant parties.
- Liaise with all stakeholders to co-ordinate their contribution, provide maximum support and ensure continuity of provision:
  - Staff
  - Parents/Carers
  - External Agencies
  - Other schools
  - Examinations Officer

#### **Other:**

- Seek to develop their own Leadership skills towards becoming a potential future member of SLT.
- Engage fully in the academy by ensuring:
  - Completion of the appraisal process to fulfil personal potential and be able to participate effectively in the implementation of the academy's goals and action plan.
  - Attendance to meetings / training and carry out administrative tasks and duties as specified on the academy calendar.
  - Up-to-date knowledge of national and local initiatives which may impact upon policy and practice.
  - All academy policies are consistently implemented.
  - Contribution to decision-making and consultation procedures.

- Reporting any safeguarding concerns immediately to a Designated Safeguarding Lead.
- You are a highly visible leader, upholding the Academy’s routines and values.
- Students are supported throughout the day by fulfilling pastoral responsibilities.
- Any other reasonable duties are carried out as reasonably requested by the Principal.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed, in consultation, at least annually.

I confirm that I have read and I understand my new job description.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing paragraphs.

The job description will be reviewed at least once a year and it may be subjected to modification or amendment at any time after consultation with the holder of the post.

.....	.....
<b>Post holder</b>	<b>Date</b>
.....	.....
<b>Line Manager</b>	<b>Date</b>
<b>Position</b> .....	

**Safeguarding**

Teachers and Associate Staff are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

# PERSON SPECIFICATION

## Director of Inclusion



	Essential	Desirable	Assessment Method
Previous experience as a SENDCo	✓		<ul style="list-style-type: none"> <li>• Application/ short-listing</li> </ul>
Qualified teacher status	✓		<ul style="list-style-type: none"> <li>• Application/ short-listing</li> </ul>
SENDCo Qualification	✓		<ul style="list-style-type: none"> <li>• Application/ short-listing</li> </ul>
At least 5 years teaching experience within the state- maintained sector	✓		<ul style="list-style-type: none"> <li>• Application/ short-listing</li> </ul>
Understanding of barriers to learning	✓		<ul style="list-style-type: none"> <li>• Application/ short-listing</li> <li>• Interview</li> <li>• Tasks</li> </ul>
Ability to develop and implement appropriate strategies to reduce inequalities and promote inclusion	✓		<ul style="list-style-type: none"> <li>• Application/ short-listing</li> <li>• Interview</li> <li>• Tasks</li> </ul>
Substantial relevant prior experience	✓		<ul style="list-style-type: none"> <li>• Application/ short-listing</li> <li>• Interview</li> </ul>
Evidence of continued professional development	✓		<ul style="list-style-type: none"> <li>• Application/ short-listing</li> </ul>
Experience of leading staff INSET	✓		<ul style="list-style-type: none"> <li>• Application/ short-listing</li> <li>• Interview</li> </ul>
Experience of building and maintaining effective partnerships with parents and colleagues to support pupils' learning	✓		<ul style="list-style-type: none"> <li>• Application/ short-listing</li> <li>• Interview</li> </ul>
Ability to contribute to the collection, analysis and use of data on pupil progress and performance to raise standards in the context of Inclusion	✓		<ul style="list-style-type: none"> <li>• Interview</li> <li>• Tasks</li> </ul>
Ability and commitment to support the Academy Community in creating and maintaining positive behaviour and promoting the personal, social, moral and cultural development of students	✓		<ul style="list-style-type: none"> <li>• Application/ short-listing</li> <li>• Interview</li> </ul>
Ability, willingness and knowledge of how to successfully delegate		✓	<ul style="list-style-type: none"> <li>• Interview</li> <li>• Tasks</li> </ul>
Desire and aptitude to develop broader leadership skills		✓	<ul style="list-style-type: none"> <li>• Application/ short-listing</li> <li>• Interview</li> </ul>

			<ul style="list-style-type: none"> <li>• Tasks</li> </ul>
Ability to develop and promote the vision of Inclusion beyond SEND		✓	<ul style="list-style-type: none"> <li>• Application/ short-listing</li> <li>• Interview</li> <li>• Tasks</li> </ul>
Ability to support colleagues in developing professional qualifications, including as SENDCo		✓	<ul style="list-style-type: none"> <li>• Application/ short-listing</li> <li>• Interview</li> <li>• Tasks</li> </ul>
Ability to analyse a range of data and communicate a strategy for improving Inclusion for specific students and cohorts		✓	<ul style="list-style-type: none"> <li>• Interview</li> <li>• Tasks</li> </ul>
Skill and desire to balance work-life whilst under pressure, meeting deadlines and supporting others		✓	<ul style="list-style-type: none"> <li>• Interview</li> <li>• Tasks</li> </ul>
Provides clear direction and is able to inspire, motivate and enthuse others		✓	<ul style="list-style-type: none"> <li>• Interview</li> <li>• Tasks</li> </ul>
A track record of outstanding teaching		✓	<ul style="list-style-type: none"> <li>• Application/ short-listing</li> <li>• Interview</li> </ul>
A flexible and solution focused mind-set		✓	<ul style="list-style-type: none"> <li>• Interview</li> <li>• Tasks</li> </ul>
A commitment to engaging in the broader provision of the Academy		✓	<ul style="list-style-type: none"> <li>• Interview</li> </ul>
Professional ambition beyond this specific role		✓	<ul style="list-style-type: none"> <li>• Application/ short-listing</li> <li>• Interview</li> </ul>
Personal ambition beyond this specific role		✓	<ul style="list-style-type: none"> <li>• Application/ short-listing</li> <li>• Interview</li> </ul>

**Possible additional criteria:**

Candidates are encouraged both in application and throughout the process to draw attention to any experience, skills, characteristics etc that they think might be beneficial to the development of this role.

## TIMELINE FOR RECRUITMENT PROCESS

<b>Advertisement placed</b>	<b>1<sup>st</sup> February 2019</b>
<b>Closing date for applications</b>	<b>20th February 2019</b>
<b>Interviews</b>	<b>25th February 2019</b>
<b>To Start</b>	<b>Summer term or sooner</b>

## ARRANGING A VISIT TO THE ACADEMY

We encourage prospective candidates to visit the Academy before making an application.

If you would like to arrange a visit, please contact Tammy Jones, HR Assistant to (01582 619700) to make an appointment.

## HOW TO APPLY

Please submit your application form, together with a letter of application (no more than two sides of A4), outlining your reasons for applying for this post. In your letter please make reference to information in the pack, particularly the person specification, and explain why you would be an ideal candidate for All Saints Academy and what qualities you will bring to the Team. Please do not send us a general letter; we really are looking for someone who is prepared to respond to us as an individual Academy. You can be sure that we will take time and care in reading your letter as we appreciate how much energy goes into it.

Please return your application and letter by email to [jobs@allsaintsacademydunstable.org](mailto:jobs@allsaintsacademydunstable.org) or by post to

Tammy Jones  
HR Assistant  
All Saints Academy  
Dunstable  
Beds LU5 5AB

If you have any questions, please contact Tammy Jones, HR Manager on 01582 619700.

We will acknowledge receipt of your application form and let you know as early as possible if you have been shortlisted for interview.