

Kingswode Hoe School



SLT Inclusion Lead Candidate Information Pack

At Kingswode Hoe School we:



Guide and listen

Raise the roof of
resilience

Openly celebrate
achievement

Work together

Kingswode Hoe School
What we plant today, we grow tomorrow



Resilience and
independence



Accreditation



Employability



Health, lifestyle and
wellbeing



6 Outcomes



Community and the
wider world



Identity and self-expression

What we plant today, we grow tomorrow
Kingswode Hoe School is part of SEAX Trust



Inclusion Lead



What we plant today, we grow tomorrow...



Kingswode Hoe School

Sussex Road, Colchester Essex CO3 3QJ

Tel: 01206 576408

Email: admin@kingswodehoe.essex.sch.uk

Group: 4 NOR:151

SLT: Inclusion Lead

Salary: £45,434- 50,151 (L4-L8)

Are you ready for the challenge?

This is an exciting opportunity to join a creative, forward thinking, pupil-centred special school for ages 5-16.

As we enter a new phase in our development, we are looking for an inspirational additional member of SLT, whose responsibilities will include:

- Inclusion and complex SEND
- Safeguarding (DDSL)
- Behaviour, attitudes and personal development
- Oversight of a subject areas, depending on experience and expertise

We can offer you:

- A professional, supportive and friendly environment where we work effectively as a team
- Great pupils who are eager to learn
- Committed staff and a supportive Trust
- Opportunities to work with pupils across primary and secondary phases who have a range of learning difficulties
- Opportunities to develop leadership and management skills supported by a commitment to continuous professional development
- An approachable and honest SLT team who are committed to involving others and listening to new ideas for positive impact on our pupils and staff
- Opportunities to work with a range of partnership schools both inside and outside of the Trust, from EYFS to Post 16 and across a range of SEN

We are seeking a candidate who:

- Is a dynamic and inspirational leader
- Has proven experience of leadership in special schools or mainstream SEND including leading teams, monitoring teaching and learning and with experience of leading improvement and raising standards successfully
- Is an excellent classroom practitioner
- Has experience in a safeguarding role
- Inspires, motivates and communicates well with pupils, staff, parents and carers
- Is committed to achievement for all
- Has ambition, energy and enthusiasm
- Has skills that will enhance those of the current leadership team
- Has a positive outlook, sense of humour and resilience

Key Accountabilities



What we plant today, we grow tomorrow...

Based at: Kingswode Hoe School, Colchester

Responsible to: The Headteacher, the Local Academy Committee & the SEAX Trust

Responsible for: Leadership, Management & Development within the Academy

Liaison with: Teaching & Support Staff, Headteacher, Pupils, Parents & Carers, SEAX Trust

Purpose of the Job: The Inclusion Lead will work as part of the Senior Leadership Team to maintain and develop the vision by developing strategic plans which will motivate all members of the school community, develop outstanding education for all pupils and secure the future of the school. The Inclusion Lead will contribute to the smooth running of the school by supporting the Heads of School to empower staff and build confidence in approaches to pupils' personal development and complex SEND and behavior needs.

The Inclusion Lead will undertake any professional duties which are reasonably delegated to him/her by the Headteacher.

Context: This job description should be read in conjunction with the duties set out in the latest Teachers' Pay and Conditions document.

Core Responsibilities: *N.B. this is not an exhaustive list - we intend to shape the key duties and responsibilities around the skills of the successful candidate, taking into account the skills and development needs of the current members of the SLT.*

- Deputise for Heads of School in their absence
- Deputy Designated Safeguarding Lead (DDSL)
- Part of the safeguarding team
- Responsibility for monitoring behaviour for learning and supporting staff to develop bespoke responses
- Involvement in Essex STEPS training and practice
- Support pupil well-being including regular liaison with parents and carers
- Role model for outstanding teaching and learning
- Be a Performance Management Team Leader for named staff, both teaching and support staff
- Actively develop own performance and that of other staff through peer coaching, promoting new developments in education and identifying appropriate training needs for self and others
- Work with the SLT to develop skills in:
 - Strategic planning
 - Leading and managing staff performance
 - School development planning
 - Whole school self-evaluation
 - Admissions planning
 - Developing responses to local, regional and national priorities
 - Change management
 - Strengthening and developing community involvement

Job Description



What we plant today, we grow tomorrow...

The over-riding expectation is that employees and those engaged to work in the Trust will adopt high standards of personal conduct, in order to maintain the confidence and respect of their colleagues, pupils or students, the public in general and, indeed, all those with whom they work or come into contact with in the course of their employment or engagement by the individual academy.

This job description should be read in conjunction with the National Standards of Excellence for Headteachers (2015) which define high standards within a self-improving school system. These standards are not duties and responsibilities, but intended as a guidance to underpin best practice.

Job Description: Inclusion Lead

Duties & Responsibilities

- Deputise for the Heads of School when necessary
- Support the Heads of School to ensure that the day-to-day organisation of the school follows agreed collective policy and runs smoothly, identifying any areas of weakness for improvement
- Implement the aims of the school, consulting and liaising with staff, to ensure that agreed policies are carried out
- Set an example of personal integrity and a highly professional attitude to work, assisting all staff to maintain positive attitudes and excellent teamwork
- Motivate all staff to create a shared culture, positive ethos and high ambition so that they are engaged and professionally fulfilled

Leadership and Management

- See 'Core Responsibilities' on previous page
- Assist the Headteacher in dealing with the specific stages of any difficult staffing issues, such as teamwork, competence or discipline, providing a coaching or mentoring approach which sets clear expectations for staff
- Take the lead in local and national initiatives as required, for example, 'Healthy Schools'
- Contribute to strategic decision making as part of the school's Senior Leadership Team (SLT)
- Lead and implement initiatives/improvements as defined in the School Development Plan
- Champion the needs of all pupils, both academically and pastorally, working closely with staff to ensure pupils' needs are met
- Promote positive standards of conduct from all staff
- Liaise with parents/carers and key professionals as part of a team working to support learner outcomes
- Review the quality of teaching and learning in school and conduct monitoring activities in collaboration with the Senior Leadership Team

Job Description



What we plant today, we grow tomorrow...

Teaching and Learning

- Ensure personal knowledge of the strengths and weaknesses in teaching and learning and take appropriate and rapid action if concerns are raised
- Undertake teaching responsibilities, as timetabled or necessary, but being prepared to coach and mentor staff, or to support the school at crucial times
- Demonstrate teaching and leadership skills that lead to pupils making good and outstanding progress in relation to their prior attainment, so that they do as well, or better, than similar pupils do nationally
- Assist the SLT with the supervision of pupils at the start/end of the school day and during social times, whilst also being entitled to a reasonable break
- Have clear rules and routines for behaviour and take responsibility for promoting good and courteous behaviour, both in classrooms and around the school, in accordance with the school's Behaviour Policy
- Have high expectations of behaviour and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary

Effective Deployment of Staff and Resources

- Support the Headteacher and SLT in the recruitment, development and deployment of staff
- Support the Headteacher and SLT to organise learner groupings and timetables, to ensure that effective teaching and learning takes place

Safeguarding

- Ensure that the wellbeing and safeguarding of learners is a priority for everyone
- Ensure that all safeguarding procedures are followed, including maintenance of safeguarding records, that information is shared where necessary, and that staff attendance is upheld at key meetings
- Support other staff to carry out their duties in respect of safeguarding
- Contribute to the safety and wellbeing of learners, staff and parents/carers and work collaboratively with other agencies to protect children and young people and share information where appropriate
- Plan for, and support, the safety and wellbeing of pupils and staff off-site as Educational Visits Co-ordinator

Deputy Designated Safeguarding Lead Responsibilities

- To support the school's Designated Safeguarding Lead for safeguarding and child protection within the school, assisting the Lead to act as a source of support, advice and expertise for staff within the school for child protection and safeguarding
- Be familiar with, understand and apply the school's Child Protection Policy appropriately
- Provide cover for the Designated Safeguarding Lead as required

Job Description



What we plant today, we grow tomorrow...

- Refer cases (or support staff making referrals) of suspected abuse to the local authority children's social care and where there is a radicalisation concern to the Channel programme
- Refer cases to Disclosure and Barring Service or Police as required
- Liaise with the Designated Safeguarding Lead/Headteacher, local authority officers and other relevant agencies/parties in relation to child protection and safeguarding issues and concerns
- Undergo and regularly update safeguarding training (at least every 2 years) to ensure the appropriate level of knowledge and skill is maintained
- Keep up to date with developments relevant to the role in line with Keeping Children safe in Education (Annex B) as amended from time to time
- Assist the Designated Safeguarding Lead with raising awareness of child protection policies as appropriate in line with Keeping Children safe in Education (Annex B) as amended from time to time
- Provide cover for the Designated Safeguarding Lead as required

Working with Communities

- Support a school community and culture that takes account of equality, diversity and inclusion, enabling pupils to see their own lives reflected in the curriculum as well as giving them broader, new experiences
- Foster and encourage good working relationships between the school, parents/carers and the wider local community
- Communicate with pupils, parents and carers, as required
- Collaborate and work with colleagues and other relevant professionals within and beyond the school

Personal and Professional Growth

- Outwardly display personal commitment
- Demonstrate high-level interpersonal skills in order to develop successful, motivated teams
- Demonstrate high-level leadership skills, including the ability to hold others to account
- Be well organised and achieve deadlines, submitting reports promptly and demonstrating the importance of an effective work/life balance
- Demonstrate the ability to critically reflect and self-evaluate
- Be an excellent role model in terms of professional conduct
- Demonstrate personal resilience and perseverance in the face of challenging circumstance
- Recognise the need to maintain own wellbeing
- Maintain a positive view of change
- Participate in professional development opportunities that support the role of a school leader
- Keep abreast of educational developments and best practice in leadership and management in order to implement appropriate innovation

Job Description



What we plant today, we grow tomorrow...

General duties

- Assist the Headteacher by taking an area of responsibility within the academy, as agreed with the Headteacher, depending on the strengths/interests of the Inclusion Lead and the current needs of the school
- Work with support staff and other Teachers in the classroom to effectively plan for a range of needs and be supportive of, and sensitive to, the needs of colleagues
- When required, take a leading role in an area of school development
- Advise other staff, including NQTs and students on teaching practice and assist with professional development for staff and AC Governors when required to do so
- Encourage **interaction and teamwork** within the academy and Trust; sharing ideas and new initiatives
- Actively engage in the **professional development programme**, monitor and assess own performance and take a proactive approach to professional development
- Participate in the **performance and development review process**, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- Contribute to the overall **ethos, work and aims** of the academy
- Comply with all **academy and Trust policies and procedures**, including the Code of Conduct and those relating to child protection, equal opportunities, health & safety, confidentiality and data protection, reporting concerns to an appropriate person.

The duties above are neither exclusive nor exhaustive and the post-holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

The SEAX Trust and all of its academies are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to complete a Disclosure & Barring Service (DBS) application, medical checks and references.

This job description will be reviewed annually and may be subject to change or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post-holder's professional responsibilities and duties.

Person Specification



What we plant today, we grow tomorrow...

SLT Inclusion Lead Person Specification

Essential	Desirable
Qualified Teacher Status	Further degree or equivalent
Evidence of leadership experience	Involvement in staff performance management
Experience of teaching children with SEN	SENCO qualification
Experience of leading on an aspect of safeguarding	Level 3 DSL training
A proven track record as an excellent, creative teacher who motivates pupils	Experience of teaching children across primary and/or secondary phases
Is able to demonstrate a positive and constructive approach to behaviour management	Essex STEPS training
Involvement in raising achievement within a school	Successful working in partnership with parents and the wider community
Responsibility for developing, monitoring and evaluating an aspect of school provision	
Has managed people and resources particularly in a team approach	Some experience of coping with the demands of a leadership role
Knowledge and understanding of a range of additional needs and a commitment to removing barriers to learning.	
A highly motivated energetic and enthusiastic leader who is approachable and promotes positive relationships	
Able to relate well to pupils of all ages and abilities	
Effective administrative and organisational skills	
Able to support colleagues to reflect on the effectiveness of teaching through high quality performance management	
Is able to communicate orally and in writing to a range of audiences	
Understands the unique pressures for staff working in a special school	
Committed to working in partnership with other schools, other agencies and community partners	
Committed to working with the community and parents	Qualified minibuss driver Trained to use risk assessment systems (such as EVOLVE) First aid trained
Is able to maintain a healthy work-life balance	
Support whole school community activities	

Key Information



Required:	September 2021 or sooner
Visits:	Please contact school for discussion/to arrange according to Covid guidelines
Closing date:	Wednesday 3 March 2021
Shortlisting:	Friday 5 March 2021
Interview:	March 2021 (TBC)
Salary and benefits:	£45,434- 50,151 (L4-L8)

Application process

Applicants must complete the SEAX Trust Application Form and submit it to the return address no later than the closing date above. All applicants are strongly advised to read the job description and person specification for the post prior to submitting their application.

Selection process

Applications are ranked against the person specification for the role and those shortlisted will be subject to a face to face interview with the selection panel. There may also be a skills test/ observation or practical assessment. Details regarding selection panel members and assessments will be made available to shortlisted candidates.

Shortlisted candidates

Applicants shortlisted for the post will be notified as soon as reasonably practical upon completion of the shortlisting process.

Referees

The referees for **all shortlisted candidates** will be contacted **prior to the interview date**. SEAX Trust may review social media relating to shortlisted candidates as part of the screening process to ascertain whether candidates demonstrate appropriate conduct, behaviour and suitability for employment in a school.

Interview expenses

Please note: SEAX Trust does not reimburse candidates for interview expenses.

Further information and school visits

Applicants who require further information or would like to visit should contact Pauline Burrows on 01206 576408 or office@kingswodehoe.com. (A member of SLT will follow up and organise according to current Covid safety restrictions)

Candidates wishing to apply should download and complete the SEAX Trust application form available from our website: www.kingswodehoe.com or office@kingswodehoe.essex.sch.uk / www.essex.schoolsjobs.co.uk

Kingswode Hoe School—part of SEAX Trust



Work with us ...

The **SEAX Trust** is a small but growing partnership of Special Academies within the community of Essex, whose Vision is to:

Provide outstanding educational experiences for children and young people with special educational needs and to

Put the well-being and achievement of pupils at the heart of all decision making

Our greatest asset towards achieving our Vision is our body of **highly-valued staff** and, in recognition, we implement a wide range of **strategic and person-centred reward practices** in all of our Trust Academies.

Be rewarded by us ...

We offer a clear and competitive **pay policy** and **progression route**; **Holiday pay** and **salary** which are paid *evenly* across the year for our support staff; Teachers and Local Government **Pension Scheme** facilities.

Progress with us ...

A focus to provide high quality **professional development** opportunities for all staff;
An extensive range of **in-house training** opportunities;
Experienced and **dedicated practitioners** who are keen to help you learn;
A range of exciting internal **career opportunities**.

Be inspired by us ...

Challenging roles and **recognition** of achievement;
A **motivational** strategy towards both education and business;
Staff **involvement** in wider decision-making.

Be reassured by us ...

A strategic aim to ensure a **fair work/life balance**;
A **highly supportive** organisational culture;
A firm commitment to the strengths of **equality and diversity**;
A sense of **cohesion and belonging**;
A policy to raise **matters of concern**.

Ask us ...

If you would like the opportunity to progress your career within the **SEAX Trust**, we would be delighted to hear from you. You can register your details and area of interest by contacting:

Mrs Kate Stannard Assoc CIPD, Director of HR for SEAX Trust

Email: jobs@seaxtrust.com Telephone: 01245 963000

The **SEAX Trust** is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to satisfactory medical checks, enhanced DBS clearance and references.

We look forward to hearing from you soon