



Goldwyn School  
Aspire • Empower • Achieve

# Goldwyn School Folkestone

## Job Description: Inclusion Lead

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**Accountabilities:** To be met in accordance with the provisions of the School Teachers' Pay and conditions document and within the range of teachers' duties set out in that document and the professional standards for teachers.

**Salary Scale:** MPS/UPS plus SENA £2,539 plus TLR2 £3,214

**Responsible To:** Director of Pathway/Principal

**Purpose:** **A commitment to the school's vision of *Aspire Empower Achieve* your decision making and planning will be rooted in line with the school's vision and values (*Resilience Empathy Aim Commitment Heart*)**  
To assist in the promotion, direction and oversight of high standards of inclusive practice across our school. Provide leadership, support and direction for Inclusion, ensuring student progress through effective inclusion for all students

Our school vision is to ASPIRE EMPOWER ACHIEVE, you will 'raise the bar' for our students 'There is no significant Learning without a significant relationship'

Main responsibilities will include:

- Communicate the school vision compellingly and support the Principal's strategic leadership
- To lead, manage, develop and maintain high quality inclusive provision which enables quality teaching, excellent learning outcomes and success for all students.
- To model inclusive practice to coach and train colleagues and to teach across the school.
- Demonstrate stamina and resilience in addressing the diverse needs of our students
- Employ a solution-focused approach to overcome barriers to learning and participation
- Work collaboratively with teachers, support staff, parents, and external agencies
- Possess a comprehensive understanding of SEND interventions and CPD for what approaches our cohort will need
- To oversee all aspects of inclusion paperwork including SEND records, Goldwyn time planning, intervention planning SEND specific training up-to-date and actioned, as appropriate.
  - Support all staff in understanding the needs of all students.
  - With the Leadership Team and SLT devise and promote plans to ensure the needs of all students are met and that they are reflected in approaches used across the school. (e.g. Incredible 5 point scale)
  - Lead on TA development across the site in line with the needs of students
  - Lead on co-ordinating parental engagement events such as open evenings and concerts
  - Co-ordinate the school council and ensure the voice of students is directly correlated into school development priorities alongside the Principal.
  - Liaise with external agencies and make referrals
  - Implement core strategies for inclusion across teaching and pastoral staff
- To attend Inclusion Team meetings and lead on aspects of the School Development Plan (Behaviour and Attitudes/Personal Development)
- The post holder will be expected to carry out other such professional tasks commensurate with the duties, responsibilities and level of the post.



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- Promote and safeguard the welfare of students you come into contact with.
- Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- As a member of the SMT, promote staff wellbeing to create a culture of positive, aspirational and valued workforce.

The successful applicant will be:

- Able to work under pressure
- Approachable and supportive with good verbal and written communication skills
- Solution focused with demonstrable experience of coaching and mentoring teaching staff.

#### **Qualifications and Skills:**

- Proven experience in a similar role
- Excellent communication skills, with the ability to engage with a diverse range of stakeholders
- Strong team ethic and collaborative approach to problem-solving
- Pragmatic and creative mind-set, able to adapt strategies to meet the evolving needs of our students
- Demonstrated ability to work effectively under pressure and prioritise tasks accordingly
- Commitment to professional development and staying abreast of best practices in inclusive education

#### **Additional Responsibilities**

- To work across Goldwyn sites where necessary
- Working time**
- 195 days, 1265 hrs per academic year. (See STPCD).

#### **Health & Safety**

- To be ever mindful of the dangers that threaten the wellbeing of students and staff alike
- To supervise the use and care of the learning environment.

#### **Performance Development:**

- All staff must complete a satisfactory Performance Review in accordance with the Pay Policy to ensure pay progression.

#### **Staff Development:**

- To monitor and evaluate own performance in line with performance management procedures with line manager.
- To participate in peer support and appraisal processes
- To keep personal records of all staff development activities in which you are/have been involved.

#### **Safeguarding**

- Goldwyn is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

To carry out as requested from time to time any other relevant duties as may be reasonably required by the Principal.



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The job description will be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.