



Job description: Head of Inclusion

The Swiss International Scientific School in Dubai (SISD) opened in August 2015 and is a candidate school for all three academic International Baccalaureate (IB) programmes with the goal of becoming an IB continuum school. We seek to inspire students beyond the classroom to become lifelong learners and global citizens of the 21st Century by developing their talents in a multilingual environment. The school currently serves nearly 980 students up to Grade 10. Student numbers will eventually rise to a targeted total of about 2200, of whom 300 will be boarding. Our generous, state-of-the-art campus with significant sports facilities is located in Dubai Healthcare City.

This role is unique in that the successful candidate will be responsible for overseeing the introduction of girls' boarding in this first phase. For the successful candidate, then, this role has the potential to evolve into the Head of Boarding at SISD.

Job title	Head of Inclusion	Department	Inclusion
Reports to	Head of School	Position(s) supervised	Inclusion Teachers
Start Date	August 2018	Location	Dubai, UAE

Job Scope	The role of Head of Inclusion is to support and promote an inclusive culture throughout the school, enabling all students to achieve their best, overcoming barriers to learning and participation. The Head of Inclusion holds an important strategic role in the senior leadership team of the school. It entails co-ordinating appropriate provision for students with special needs and liaising with colleagues, parents and outside agencies.
Main Duties and Responsibilities	<ul style="list-style-type: none"> • To lead the inclusion team as a whole • To take the lead on safeguarding across the school • To support staff in understanding the learning needs of students with specific needs and the importance of raising their achievement through disseminating the most effective teaching approaches • To liaise with the inclusion team and teachers to ensure that appropriate provision is made for children across all areas of the curriculum • To coordinate and support the planning for the teaching and support of identified children • To maintain a register of students with specific needs identifying and tracking provision being made • To provide guidance and assist teachers in identifying students with learning, behavioural, medical or emotional difficulties • To advise and co-ordinate detailed assessments when necessary

	<ul style="list-style-type: none"> • To advise and assist teachers and other members of staff in planning individual or group programmes for students who require extra provision • To monitor teaching and learning of students who have been identified as requiring specific support • To ensure that appropriate methods of assessing and recording student's needs and progress are maintained • To keep informed of current developments by attending relevant courses, reading and study • To select equipment and materials for order within an agreed budget. • To liaise with other agencies including the school health service, speech therapists etc • To organise and chair regular meetings to discuss the needs and progress of identified students • To organise and chair review meetings for parents to discuss progress of individual students • To support and monitor (including performance management) the work of the inclusion team • To organise professional development opportunities for staff • In consultation with the Head of School, Head of Secondary School, Head of Primary School and Head of Early Years develop and keep under constant review all relevant policies. • To ensure inclusive practice and equality of opportunity for all. • To support SISD's commitment to safeguarding its students. • To support SISDs vision and move the school towards excellence • To manage the inclusion team budget
--	---

Key Relationships	
Internal	Teachers, Coordinators, PYP, MYP and DP Coordinators, Heads of Department, Head of Early Years, Head of Primary School, Head of Secondary School, Head of School, Deputy Head of Early Years, Deputy Head of Primary School, Deputy Head of Secondary, School Management Teams, Health Services Team
External	Parents, KHDA, IB Organization and other Schools/Agencies

Position Requirements	
Education	<ul style="list-style-type: none"> • Minimum University Degree in Education or subject • Professional Teaching Qualification • Formal inclusion qualification(s) -Master's degree in Special Education considered advantageous
Essential	<ul style="list-style-type: none"> • Native English, German or French speaker • IELTS certification or equivalent • IB recognized PYP, MYP or DP professional development • Reflects and models the values of the IB Learner Profile
Experience	<ul style="list-style-type: none"> • Successful international experience in inclusion in an IB School • 2 years minimum experience as an inclusion coordinator or head of dept. • 5 years minimum experience as an inclusion teacher

Competencies	<ul style="list-style-type: none"> • Demonstrate professionalism, commitment, integrity, strength of character and perseverance • Inter-culturally aware with well-developed interpersonal skills • Exceptional leadership and communication skills • Innovative, highly motivated, resourceful, flexible, self-starter • Inspiring trust and confidence in students and colleagues • Outgoing and enthusiastic • Show a strong work ethic • Committed to ensuring high standards of teaching
Salary & Benefits	The salary and benefits package reflects the fact that the school is committed to excellence.
Contract	Fixed Term Contract
Application	<p>Candidates are requested to submit the following documents:</p> <ul style="list-style-type: none"> • Covering letter addressing the position requirements (one side max) • Current CV, not to exceed two pages • A list of 3 professional referees with current contact details (position, phone number and e-mail address) not older than 5 years. This must include your current Head of School <p>Please send your application to: hr@sisd.ae</p> <p>SISD is committed to safeguarding and promoting the welfare of all of its employees and students. A police check is a pre-requisite for all appointments.</p>