



## Head of Inclusion

The Swiss International Scientific School in Dubai (SISD) is a leading international day and boarding school where future generations are inspired to become confident and enthusiastic lifelong learners, ready to embrace the opportunities and challenges of a global world. Founded in 2015, our school currently welcomes more than 1150 students of more than 70 different nationalities on its cutting-edge campus, in the centre of Dubai. From Pre-KG to Grade 12, SISD follows the full continuum International Baccalaureate (IB) programme in three streams focusing on personalised learning and the development of 21st century skills. Students choose between the English with additional languages/STEAM stream or the bilingual English-French/German streams. We pride ourselves on being a fully accredited IB Continuum World School, offering the IB Primary Years Programme (PYP), IB Middle Years Programme (MYP), IB Careers Programme (IB CP) and IB Diploma Programme (DP). Our personalised international curriculum offers an engaging learning experience, the challenge of developing a real understanding of cultural diversity and the support of a thriving international community. Our state of the art, eco-friendly campus adjacent to Dubai creek, ensures that we can offer a wide range of sporting and after school activities tailored to the personal needs and preferences of every student.

<b>Job title</b>	Head of Inclusion	<b>Department</b>	Whole School
<b>Start date</b>	August 2021	<b>Location</b>	Dubai, UAE
<b>Reports to</b>	Principal	<b>Position(s) Supervised</b>	Inclusion Teachers and Counsellors

<b>Job Scope</b>	We believe that our most vulnerable and challenging students deserve the best education provision possible and see this leadership role as a unique opportunity to make a significant difference to the life of our SISD's students. The role will involve strategic development of the school's inclusion and child protection policy and its underlying practices. To be part of the senior leadership team and positively support the aims and ethos of the school as identified by the Principal.
<b>Main Duties and Responsibilities</b>	<p><b>Inclusion and Safeguarding</b></p> <ul style="list-style-type: none"> <li>● Responsible for the management of the inclusion support team including teachers, counsellors and teaching assistants across the school</li> <li>● Create a strategic vision and direction for the whole school regarding Inclusion and child protection</li> <li>● Provide regular information to the Principal on the evaluation of inclusion provision</li> <li>● Collect and interpret specialist data to inform practice and to support inclusion</li> <li>● Work with teachers to produce detailed plans/programmes to meet the personalized needs of individual students and targeted groups of students</li> </ul>

- Liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision
- Maintain and review systems for identifying, assessing, tracking and reviewing student personalized needs
- Maintain and review systems for immediate assessment of new arrivals and triage any presenting case
- Work with staff to develop effective ways of bridging barriers to learning through; assessment of needs, monitoring of teaching quality and student achievement, target setting, keeping accurate records.

### **Leadership**

- Support the Section Heads in the effective day-to-day management of the school and school community
- Communicate the school's vision compellingly and support the Principal's leadership strategy
- Work with staff to develop a strong learning environment that has at its centre high expectations of learning, work, performance, academic achievement and behavior
- Ensure that all academic staff access relevant and current inclusive professional development
- Lead by example, focus on providing excellent education for all pupils
- Lead on particular whole-school strategies and policy areas
- Build positive relationships with members of the school community
- Work with the leadership team in setting, nurturing, promoting and maintaining a very high standard of behaviour and mutual respect throughout the school ensuring that all staff play an active role in the pursuit of these standards
- Manage designated budgets efficiently and effectively
- Contribute to regular reviews of the school's systems to ensure statutory requirements are being met
- Performance manage inclusion teachers, counsellors and teaching assistants, including carrying out appraisals, providing professional development opportunities, and holding staff to account for their performance. Assist with recruitment of new inclusion staff and counsellors
- Create an ethos within which his/her direct reports are motivated and supported to develop their skills and knowledge
- Lead inclusion teachers and work with the relevant leaders to ensure that all teaching and learning and assessment policies and protocols are in place and up to date
- Commit to his/her own professional development, proactively identifying development opportunities and keeping up to date with developments in education
- Implement strategies and initiatives to share best practice with others in school, developing confidence and skills in others

	<ul style="list-style-type: none"> <li>● In collaboration with other senior leaders, monitor the impact of teaching and learning on inclusion through teachers' planning, work sampling and scrutiny and lesson observations. Ensure that such monitoring informs effective adaptation and relevant next steps to improve outcomes for all students.</li> <li>● Lead and support the teaching and learning of all inclusion teachers within the school through promoting models of excellent classroom practice coaching, mentoring and supported self-evaluation for all academic staff.</li> <li>● Ensure that relevant decision makers are adequately informed about inclusion needs and best practice in order to ensure effective strategic planning and deployment of resources.</li> <li>● Promote and model good relationships with parents and carers, which are based on partnerships to support and improve pupils' learning and achievement</li> <li>● Contribute to the development of the education system by sharing effective practice, working in partnership with other schools and promoting innovation</li> <li>● Coordinate with external inclusion provision such as learning support assistants or other external specialists</li> </ul>
<b>Key Relationships</b>	
<b>Internal</b>	Teachers, Teaching Assistants, Subject Coordinators, Grade Coordinators, Heads of Dept, Heads of Section, Deputy Heads of Section, Principal, Admissions
<b>External</b>	Parents, KHDA, IBO, CIS, other IB schools, External specialists

<b>Position Requirements</b>	
<b>Education</b>	<ul style="list-style-type: none"> <li>● Bachelor's Degree</li> <li>● Professional Teaching Qualification</li> <li>● Special/Inclusive Education Qualification (Masters etc.)</li> <li>● Relevant recent professional development that qualifies the candidate for this post</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>● Successful international experience as a Head of Inclusion for at least 3 years</li> <li>● Proven track record of educational excellence and tangible outcomes</li> <li>● Proven teaching and classroom management skills</li> <li>● Experience of inclusion in a whole school setting and coordinating bespoke programmes for students</li> <li>● Proven track record of leading inclusion teams through inspection/authorization/accreditation (KHDA, IB, CIS)</li> </ul>
<b>Competencies</b>	<ul style="list-style-type: none"> <li>● Be a dynamic leader with a desire for improving standards</li> <li>● Can engage, inspire and build excellent relationships with both students and staff</li> <li>● Have a strong set of leadership competencies which enables them to effectively challenge and hold to account and support the team he/she leads</li> <li>● Reflects and models the values of the IB Learner Profile</li> <li>● Committed to ensuring high standards of 21<sup>st</sup> century teaching and learning and able to model best teaching practice to colleagues</li> </ul>

	<ul style="list-style-type: none"> <li>• A keen understanding and promoter of wellbeing for students</li> <li>• Exceptional communication skills</li> </ul>
<b>Additional Requirements</b>	<ul style="list-style-type: none"> <li>• Proficiency in other languages such as French, German or Arabic</li> </ul>
<b>Salary &amp; Benefits</b>	Competitive remuneration and benefits
<b>Contract</b>	Limited Contract
<b>Application</b>	<p>Candidates are requested to submit the following documents:</p> <ul style="list-style-type: none"> <li>• Cover letter of one page, explaining your strengths as a candidate and why you are interested in this position</li> <li>• Current CV not to exceed two pages</li> <li>• 3 professional references with current contact details (position, phone number and e-mail address) not older than 5 years. One must be your current or last Line Manager</li> </ul> <p>Please send your application to: <a href="mailto:hr@sisd.ae">hr@sisd.ae</a></p> <p>Due to the expected volume of applications we will only contact those applicants that are shortlisted for interview.</p> <p>We are committed to providing a safe and happy environment for all our employees and in which our students can thrive and learn. We are committed to safeguarding and promoting the welfare of all our employees and students. All employees are subject to appropriate vetting procedures including satisfactory criminal record checks from both country of residence/home country and any other country of residence.</p>