In Toto Ed Cambridge

Job Description and Person Specification

Deputy Head: Inclusion

Provision	In Toto Ed Cambridge
Reports to	Head Teacher
Line manages	SENCO and the support staff team
Teaching commitment	No timetabled teaching; cover lessons as and when needed
Salary, contract and start date	L5-L9 £59,166-£65,281

Purpose of the role

The Deputy Head: Inclusion leads inclusion, SEND provision, assessment and reporting across In Toto Ed Cambridge so that every student's needs are identified early, met well and evidenced clearly. The postholder is a member of the senior leadership team, deputises for the Head Teacher when required, and ensures that provision for students with SEND is compliant, ambitious and consistently delivered.

Key responsibilities

Senior leadership

- Contribute to the strategic direction, self-evaluation and improvement planning of the school as a member of the senior leadership team.
- Deputise for the Head Teacher in their absence and undertake delegated leadership duties.
- Model the values and expectations of In Toto Ed and uphold students' dignity, chronological age and academic ambition in all provision.
- Contribute to the safeguarding culture of the school; undertake Deputy Designated Safeguarding Lead duties if designated by the Head Teacher.

Inclusion and SEND

- Lead the strategic development of SEND and inclusion across the school in line with the SEND Code of Practice (2015), the Equality Act 2010 Independent School Standards and In Toto Ed policy.
- Line manage the SENCO, including performance management, professional development and oversight of statutory SEND processes (EHCP annual reviews, consultations, provision mapping and the graduated approach).
- Line manage the support staff team: deployment, induction, appraisal, training and wellbeing, ensuring support staff are used to maximum effect in and beyond the classroom.
- Ensure provision set out in each student's EHCP is delivered, monitored and evidenced, and that outcomes are reviewed with students, families and professionals.
- Lead relationships with local authorities, commissioning bodies, therapists and external agencies on SEND matters.
- Oversee the quality and impact of interventions, therapeutic input and adaptations, and report on these to the Head Teacher and governance.
- Work alongside the Assistant Head: Teaching and Learning so that inclusive practice is embedded in everyday teaching rather than bolted on.

Assessment and reporting

- Lead whole-school assessment: the assessment calendar, baseline and progress assessments, moderation and the tracking of academic, personal and EHCP outcomes.
- Lead the production of reports to families, placing authorities and commissioners, ensuring they are accurate, timely, consistent in format and written in plain English.
- Analyse assessment data to identify students who are not making expected progress and lead the response.
- Quality assure the accuracy and consistency of teacher assessment and report writing across the school.
- Prepare assessment and progress information for the Head Teacher, governance, inspection and the wider In Toto Ed group.

Cover and teaching

- Provide cover lessons as and when needed, maintaining the standard of teaching expected of a senior leader.

Other duties

- Comply with the school's safeguarding, data protection (UK GDPR), health and safety and equality policies, handling student, family and staff information confidentially and on a need-to-know basis.
- Undertake any other duties reasonably requested by the Head Teacher commensurate with the post.

Person specification

E = essential, D = desirable

Criterion	Essential	Desirable
Qualified Teacher Status (or equivalent recognised teaching qualification)	✓	
National Award for SEN Coordination (NASENCO) or NPQ for SENCOs		✓
NPQ (e.g. NPQSL, NPQH)		✓
Substantial experience teaching and leading provision for students with SEND	✓	
Experience in a middle or senior leadership role, including line management of staff	✓	
Experience leading or significantly contributing to whole-school assessment and reporting	✓	
Working knowledge of the SEND Code of Practice, EHCP processes and the graduated approach	✓	
Experience working with local authorities, commissioners and external agencies		✓
Designated or Deputy Designated Safeguarding Lead training		✓
Ability to analyse data and present it clearly to a range of audiences	✓	
Excellent written communication, including report writing for families and professionals	✓	
Commitment to safeguarding and promoting the welfare of children and young people	✓	
Experience of alternative provision or independent special school settings		✓

Safeguarding statement

In Toto Ed is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This post is subject to an enhanced DBS check with barred list check, satisfactory references, online checks in line with Keeping Children Safe in Education, and verification of qualifications and right to work in the UK.

This job description sets out the main duties of the post at the time of writing. It is not exhaustive and may be reviewed and amended by the Head Teacher in consultation with the postholder.