

Job Description and Person Specification

Head of Inclusion

Salary:	£42,522 pa inclusive
Hours:	36 hours per week
Leave:	35 days per annum plus public holidays
Reports to:	Vice Principal Curriculum and Quality
Responsible for:	Curriculum Administrator inclusion Inclusion Co-ordinator Lecturer in Learning Support
Location:	This post will be based at the Main Campus on London Road, Isleworth however you may be required to work at the Skills & Logistics Centre in Feltham

The purpose of the post is: to ensure the College provides an inclusive environment for students and staff by advising on equality issues and developing, implementing and monitoring effective systems that provide support for students and staff with special educational needs and disabilities (SEND). The post holder will play a key role in promoting equality, working with curriculum teams to maximise the achievement of identified student groups, including Looked after Children. The postholder will be the College lead for Looked after Children.

The post holder will lead on the strategy for support across the college and have responsibility for the budget.

The main duties and responsibilities are:

1. The strategic lead on advising the college on legislative changes, good practice and policies relating to SEND, including the SEND Code of Practice, the Equality Act and the Children and Families Act
2. The strategic lead for advising the College about the potential impact of funding and legislative changes and presenting recommendations
3. Advise and guide the College on quality issues for students with SEND, to include giving guidance to curriculum staff and sampling of EHCPs reviews
4. Be responsible for the management and quality of cross-college support for students including EHCP reviews at Isleworth and at Feltham Skills + Logistics Centre
5. Lead the College on the development of policies and strategies to enhance the quality of support for students and staff with SEND

6. Maintain and monitor the Disability Equality Scheme
7. Assist with teaching basic skills (numeracy and/ or literacy) to students at a range of levels, and support students in one-to-one workshops
8. Responsibility for the writing of guidelines relating to SEND for use by staff
9. Implement and maintain systems to identify and assess student need. Track and evaluate the support provided to students with SEND
10. Ensure timely support is provided for students with SEND
11. Liaise with external agencies to provide advice and services for students and staff with SEND where appropriate
12. To represent the College at external meetings working with the range of local partners
13. Lead on monitoring the quality of support staff across the College supported by the Inclusion Co-ordinator. This would involve training and supporting staff to conduct initial interviews and assessment for students with SEND
14. Lead on the budget for this area of work, keeping abreast of and advising on funding changes for High Needs Students. Ensure a balanced budget is achieved
15. Work with college managers on a range of issues such as inclusive risk assessments, personal evacuation plans and examination concessions
16. Maintain a resource budget and a bank of central resources. This would include managing the relevant information systems in order to maximise support for students using the support allocation
17. Deliver relevant training to staff to enable them to work successfully with students and staff with SEND
18. To liaise with the Quality Improvement Team to develop and promote equality in teaching, learning and assessment. As part of this, to work with identified groups of students to track and maximise achievements e.g. Looked after Children.
19. Promote a positive image of the College in all contacts with students, employers and professional bodies.
20. Adhere to and comply with the College financial regulations.
21. Undertake additional duties at enrolment times as required, including occasional evening work.
22. Carry out other reasonably comparable duties that may be required from time to time.

23. As a member of the management team of the college, undertake evening and Saturday duty in accordance with the Duty Rota.

Person Specification

Please study the requirements in this person specification carefully and when completing your application form try to describe your knowledge skills and experience in terms of those requirements.

1. Possess a degree or equivalent.
2. Substantial recent experience of providing advice on legislation relating to disability discrimination within an education, training, care or employment setting.
3. Relevant recent experience of providing support and tracking and evaluating the effectiveness of support provided to people with disabilities within an education, training, care or employment setting.
4. Recent relevant experience of systems and policy development in response to the needs of people with learning difficulties.
5. Experience of managing or supervising a team of support workers.
6. Experience of maintaining a budget and possess up to date experience/knowledge of the funding of Additional Learning Support
7. Comprehensive knowledge of the Disability Discrimination Act.
8. High level communication skills that enable you to work effectively with a range of audiences and produce formal reports.
9. Possess an appropriate level of IT skills including the ability to use Microsoft Office packages.
10. Presentation skills that enable you to deliver successful training to groups of people in formal and informal settings.
11. Be willing to undertake training and development as required.
12. Having an awareness of additional learning support provision in an FE college setting and be willing to further implement these would be an advantage.
13. Have an awareness and understanding of equal opportunities.
14. Have an awareness and understanding of Safeguarding and Prevent

Equal Opportunities

West Thames College champions excellence, integrity, equality and respect.

This means we aspire to the highest achievements for our students and the best possible working environment for our staff.

The whole college community - women and men, younger and older, from different , social and ethnic backgrounds, a variety of faiths, cultures and languages, lesbian, gay and straight, disabled and non-disabled – we are all treated with the same respect and entitled to the same chances to succeed.

We champion diversity because we know that a rich mix of people makes the college a more productive and creative place to study and work.

And we champion equality because it is the right thing to do.

Closing date: 22 March 2021
Reference No: 4INC001
Interview date: TBC

Conditions of Service

Contract:	Permanent Full time
Salary:	£42,522 pa inclusive Please note this is a spot salary post grade Management Spine 5. There are no entitlements to annual increments.
Pension:	Local Government Pensions Scheme subject to its terms and conditions.
Annual Leave:	35 days per annum plus public holidays
Hours:	36 hours per week
Probation:	<p>Employees who commence their employment between 1 September and 31 May inclusive will be subject to 26 weeks probation before their employment can be confirmed as permanent.</p> <p>Employees, who commence their employment between 1 June and 31 August, and those with term time only contracts, will be subject to 36 weeks probation period before their employment can be confirmed as permanent.</p> <p>The extended period of probation is ensure that there is an adequate period of “normal” working during which to provide support and assess an employee’s performance.</p>
Disclosure	The post will be offered subject to an enhanced Disclosure satisfactory to West Thames College which will be conducted by the Disclosure & Barring Service.