BRIGHTON COLLEGE
VIETNAM

Head of Inclusive Learning - Job Description

SAFEGUARDING RESPONSIBILITIES

Brighton College is committed to safeguarding and promoting the welfare of our pupils and expects all employees to share this commitment. All applicants should read the College's Safeguarding and Child Protection Policy, which is available on our website, and are required to declare any information as requested on the application form. Applicants must be willing to undergo child protection screening, such as the International Child Protection Certificate (ICPC) if they are UK based/UK national or a police certificate from every country that they have worked in outside the UK, as well as written/verbal reference checks from previous employers and qualification verification checks.

THE DEPARTMENT

The Inclusive Learning Department is dedicated to ensuring that all pupils are supported, valued and empowered to achieve their individual potential. The department plays a key role in promoting an inclusive learning environment across the College, working collaboratively with teachers, pastoral teams, pupils and parents to identify and respond to a diverse range of learning needs. It also plays an important role in building staff understanding and confidence in inclusive practice, fostering a whole-school culture in which individual differences are recognised, respected and celebrated.

The department will comprise a Head of Department and a team of Inclusive Learning & Teaching Assistants, providing support across both the Prep School and Senior School.

ROLE SPECIFICATION

The successful candidate will provide strategic leadership for Learning Support and oversee high-quality, consistent provision for pupils with additional learning needs across the school.

The role includes leading robust systems for the identification, monitoring, and support of pupils, maintaining accurate registers of need, and ensuring all identified learners have clear, effective pupil passports to support continuity and impact in the classroom.

The successful candidate will lead whole-school and targeted CPD to develop inclusive practice, supporting pupils with SEN, EAL, and other diverse learning profiles, and building staff confidence in adaptive teaching and reasonable adjustments.

They will ensure provision aligns with statutory requirements, government guidance, and best practice, advising staff and senior leaders as needed. As a senior leader, they will uphold the highest standards of provision, progress, and wellbeing for pupils with additional needs and contribute fully to the wider life and reputation of the school.

The postholder will undertake a teaching role alongside their responsibilities as Head of Department, combining classroom teaching with strategic leadership and oversight of Inclusive Learning across the College.

Reporting to: Assistant Head (Teaching and Learning)

DUTIES AND RESPONSIBILITIES

- To create and develop a positive team atmosphere
- To drive and be a role model for excellent standards of teaching and learning
- To track and monitor the progress of all pupils across your department
- Oversee an annual update of all policies, handbooks and documentation in relation to the department including: staffing, curriculum plan, schemes of work, timetabling, job descriptions, budget, INSET, assessments, meetings, visits/visitors and risk assessments.
- To ensure Schemes of Work are in place and up-to-date
- To take a lead in the future development of your department in the College
- To be responsible for the Department budget and the ordering of all equipment
- To be responsible for the Department's contributions to the College website, social media and publications as necessary
- To oversee and proofread reports
- To be responsible for your Departmental Development Plan and to contribute to the College's Self Evaluation and Development Plan
- To attend all meetings and INSET as required, attending and contributing to Heads of Department
- To run meetings, and arranging and leading regular Departmental meetings
- To keep abreast of the latest educational practices and philosophies, and developments within your subject area.
- To maintain close links and regular contact with the professional bodies with which your department holds membership
- To lead by example in all areas of school life and to be a powerful role model for colleagues as an outstanding practitioner

Teaching and Learning

- To ensure pupils with additional learning needs are supported to reach their academic potential through high-quality, personalised provision, appropriate challenge, and rigorous record-keeping.
- To be aware of, and comply with, all College policies, including those relating to safeguarding, inclusion, assessment, teaching and learning, and reporting.
- To develop, maintain, and share clear systems, guidance, and resources to support inclusive practice across the school, using agreed in-house formats.
- To work collaboratively with teaching and pastoral staff to advise on effective strategies and support consistency of provision.
- To support learners with identified or suspected Special Educational Needs, English as an Additional Language need, and those learners who demonstrate a higher capacity for learning, ensuring their needs are understood and appropriately met.

- To contribute to the co-curricular life of the College, supporting activities that enrich pupils' learning and wider school experience.

Pastoral

- To show an active interest in each pupil's pastoral care, with particular regard to the wellbeing and inclusion of pupils with additional learning needs.
- To actively promote the social, moral, and cultural ethos of the College community, ensuring that inclusive values are embedded across the school.
- To create an atmosphere of support by being aware of, and fully compliant with, all College policies, particularly those relating to safeguarding, inclusion, and pupil wellbeing.
- To promote exemplary behaviour and a responsible attitude among pupils, recognising and responding appropriately to behaviour as a form of communication.
- To be aware of, and act upon, all policies regarding the safeguarding of children, with a clear understanding of the additional vulnerabilities faced by some pupils.

Professional Responsibilities

- To promote pride in the College among the pupil body through high standards of dress behaviour and commitment
- To ensure that all communication is acted upon appropriately and in a timely manner
- To attend parents' evenings, assemblies, productions, sporting and other special school events during term time as the Head of College may from time to time require
- To be responsible for all College resources, particularly those in your care, reporting damage or loss to the appropriate authority within the College
- To contribute to the virtual learning environment, the website, social media and publications in support of your work
- To foster a close partnership with parents, initiating contact in appropriate circumstances and ensuring that there is a record of this
- To carry out any reasonable professional request made by the Head of College or member of the SLT and actively support the Co-Curricular Programme.
- To engage actively in ongoing professional development, keeping up to date with developments in SEN, inclusive practice, and best practice in supporting diverse learners.

Qualifications and Experience

Qualifications

- Bachelor's degree with PGCE and/or Qualified Teacher Status (QTS) is a requirement.
- Experience in UK independent schools or reputable British-curriculum international schools.
- Evidence of ongoing professional development, particularly relating to SEN, inclusive practice, pastoral care, and safeguarding.

Skills

- Excellent time-management skills and the ability to manage competing priorities effectively.
- Strong communication and interpersonal skills, with the ability to build positive, trusting relationships with pupils, parents, colleagues and external partners.
- Effective problem-solving skills, with the ability to remain calm and decisive under pressure.
- A clear alignment with the Brighton College values of curiosity, confidence and kindness.
- High levels of integrity, confidentiality and emotional intelligence.
- An international outlook and an understanding of working within diverse, independent school contexts.

Knowledge

- A thorough understanding of safeguarding legislation and safer recruitment practices.
- A deep awareness of current issues affecting young people, including mental health, online safety, and social pressures.
- Knowledge of pastoral care systems and strategies for promoting pupil wellbeing and resilience.
- A secure understanding of special educational needs and disabilities (SEND), including common profiles such as autism, ADHD, dyslexia, and speech, language and communication needs.
- Knowledge of graduated response models (e.g. Assess–Plan–Do–Review) and how to implement and evaluate effective support within mainstream settings.
- Knowledge of assessing examination access arrangements is desirable.
- An understanding of statutory guidance and best practice relating to SEND in international and British-curriculum contexts, including reasonable adjustments and access arrangements.

Personal Attributes

The Head of Inclusive Learning will embody the school's values of curiosity, confidence, and kindness in every aspect of their leadership and practice. They will nurture curiosity by encouraging a deeper understanding of diverse learning profiles and by championing inclusive approaches that enable pupils with additional needs to access, engage with, and enjoy learning across the curriculum.

Their confidence will be evident in their professional expertise, strategic vision, and ability to influence and guide inclusive practice across the school, supporting teachers and ensuring that pupils with additional needs are enabled to achieve ambitious and appropriate outcomes. They will demonstrate exceptional organisation, flexibility, and resilience, managing systems, resources, and provision with clarity, professionalism, and care.

Above all, kindness will define their relationships with pupils, staff, and parents, fostering a collaborative and supportive environment where individual differences are recognised and valued. Through these qualities, the Head of Learning Support will cultivate a culture of inclusive excellence that strengthens pupil wellbeing and enhances the school's reputation for high-quality support within Bangkok and beyond.