



## JOB DESCRIPTION

### Head of Inclusion

**Department** Support Staff

**Line Manager** Deputy Head (Mental Health and Wellbeing)

#### **Role**

The successful candidate will be responsible for refining and delivering the school's overall Diversity, Equity and Inclusion strategy. They will lead on multiple Diversity and Inclusion strands with a particular awareness of the 'protected characteristics' set out in the 2010 Equalities Act, inclusive of but not limited to race, ethnicity, gender, disability, religion, sex and sexual orientation.

They will be expected to build strong working relationships with stakeholders across the school to support the development of the school's inclusion priorities.

#### **Main duties and responsibilities**

- **The Pupil Experience.** The successful candidate will:
  - Provide guidance to those teaching staff, including but not limited to the Head of PSHE, the Head of Character Education and the Pastoral team, who are likely to address issues of Diversity and Inclusion within their provision to pupils.
  - Liaise with the Admissions department to share best practice and to ensure a consideration of opportunities around Diversity and Inclusion are appropriately considered within our admissions processes.
  - Work with the Head of Pupil Voice and other pupil representative fora, such as 'Spectrum', to advise and better understand Diversity and Inclusion issues as they pertain to the pupil body.
- **Communications and External Relationships.** The successful candidate will:
  - Drive engagement internally and externally, working with the marketing and communications team to create and share engaging and inspiring messages and stories through various channels, including social media and the school newsletter.
  - Be responsible for updating the relevant sections of the school intranet pages, website, prospectus and handbooks.
  - Forge and maintain links with relevant external bodies to ensure the school is kept up to date with latest trends and industry activity, as well as manage the relationship with external strategic partners.
  - Identify any appropriate and beneficial external diversity and/or inclusion accreditation and lead work to meet the objectives required.
- **Collaboration with Human Resources.** The successful candidate will:
  - Advise, train and support employees and/or managers around the delivery and achievement of diversity and equality objectives.
  - Work closely with the HR department to build, review and maintain Diversity, Equity & Inclusion data.



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- Review and report on the Diversity, Equity & Inclusion data to identify areas for improvement and to assess the effectiveness of interventions.
- In conjunction with the HR department, ensure that issues around Diversity and Inclusion are appropriately considered in the school's recruitment processes.
- **Policy Development.** The successful candidate will:
  - Implement new diversity and equality strategies and/or policies to align with changes in legislation and/or external trends to create an inclusive and equitable school environment for all where difference is embraced, and individuals can flourish.
- **Committees**
  - Equality Working Group.
  - SPS Senior Management Team (by invitation).
- **Meetings**
  - To meet weekly with the Deputy Head (Mental Health and Wellbeing).
- **Budget**
  - To be responsible for the creation and subsequent management of an inclusion budget.

*All staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the School which support safeguarding and must act in accordance with the School's Safeguarding & Child Protection policy and Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.*

## **Essential skills and qualifications**

- A clear passion and commitment to the broad Diversity, Equity & Inclusion agenda.
- Previous experience and proven success at driving change and shifting mindsets in a Diversity, Equity and Inclusion role.
- Ability to think strategically aligned with a practical approach to execution.
- Experience of influencing a wide range of stakeholders, coordinating activity and managing multiple projects.
- Strong communication skills including the ability to communicate and build relationships with multiple stakeholders at different levels.
- Effective at using Word, Excel, PowerPoint and Outlook to analyse, communicate and present key information.
- Clear sense of ownership and an ability to follow through tenaciously to resolve issues.
- Excellent planning and organisational skills. Proactive in planning ahead even if working with ambiguity, anticipating risks and dependencies.
- Demonstrable examples of translating 'D, E & I best practice' into workable organisational approaches through stakeholder influencing.
- Show high levels of initiative to generate ideas; ability to pursue a course of action with limited direction and manage own workload.
- Able to react to evolving situations at pace, re-evaluating plans or decisions as they develop.
- Draw on own resilience and confidence when dealing with difficulties or new situations.
- Experience of delivering initiatives and activities through volunteers and champions.



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## **Desirable skills and qualifications**

- An understanding of and respect for the school's values; Character, Charity, Faith, Humility and Scholarship and ultimately, translating these into the broad Diversity, Equity & Inclusion agenda.
- Experience of the education sector.

## **Background and Terms of Employment**

Our founder John Colet opened the doors to St Paul's School in 1509 to educate boys regardless of race, creed or social background. We are committed to our founder's vision and offer financial support to every boy who is successful in gaining a place at the school on academic merit and fulfils the means-tested bursary criteria. The quality of a St Paul's education is dependent upon the quality of its staff so we recruit high quality people and look after them well. St Paul's embraces diversity, inclusivity and equal opportunity and we are committed to building a team that represents a variety of backgrounds, personalities and skills.

We hope that working at St Paul's might be right for you. The atmosphere is relaxed, friendly, supportive and purposeful. We are a thriving organisation that draws upon a wide range of different skills, qualifications, roles and responsibilities, whether teaching or other support staff and personal professional development for all staff is a high priority. Our pay and package are generous by sector norms and includes the following:

- **Hours of work**

Full time. 35 hours per week, Monday to Friday. 8.30am to 4.30pm, including one hour for breaks.

- **Holidays**

25 days plus 8 Bank Holidays per annum. Annual leave should usually be taken during School holidays (term dates can be found [here](#)). *NB: The School normally closes for a period over Christmas, the dates of which are agreed by the Executive Team every year. This closure period may result in additional non-working days; however, this is non-contractual and does not affect annual leave entitlement.*

- **Salary**

£55,000 to £65,000 + benefits.

- **Benefits**

- 25 days of annual leave plus 8 UK Bank Holidays. After 5 years of employment, annual leave entitlement increases to 27 working days (or pro rata equivalent). This increases to 30 working days (or equivalent) after 10 years of employment.
- A generous Stakeholder pension scheme.
- Death in Service Benefit
- Free daily hot lunches including vegetarian options, bistro dishes, soup and salad bar, and hot drinks and snacks supplied throughout the day.
- Employee bicycle scheme, where a bicycle suitable for commuting will be supplied, or the cost of purchase reimbursed, by the School to the value of £500. Bike mechanic visits site regularly to maintain the bicycles.
- Use of sports facilities, including swimming pool, gym and staff changing rooms and showers.
- Employee Assistance Programme; an independent, free and confidential advice service that can offer both practical advice and support on topics such as Debt & Finance Support, Legal and Tax Advice, Family Care and Mind and Body Support.

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- Free parking on site.
- Policy for funding external professional development.
- Access to school counsellors, doctor and physiotherapist.
- Annual flu vaccination.
- After one years' service, part remission of tuition fees for children of employees (subject to competitive entry procedures). Please note this is not a contractual entitlement and the Governors reserve the right to vary the rate of remission or to withdraw it altogether.
- Reimbursement for costs of eye-sight tests and contributions towards glasses for VDU work.
- Brand new, state-of-the-art buildings, and a large and comfortable Staff Room.