



JOB PROFILE

HEAD OF INCLUSION (SENCO)

I. JOB IDENTITY

Location: Brookes Moscow, Russia

Reports to: Director / Leadership Team

Position: Senior Leadership

Brookes Moscow, a premier international school with a strong International educational influence, invites applications for the role of Head of Inclusion.

The Head of Inclusion (SENCO) provides strategic and day-to-day leadership for inclusive education across the school. The role ensures that students with additional learning needs receive high-quality, individualised support within the American curriculum framework, including support for differentiation, accommodations, and AP access. The SENCO works closely with teachers, university counselor, learning support staff, and families to build a culture where every learner is known, supported, and able to thrive.



Vision

Our vision is to create a world of self-confident lifelong learners connected and inspired to help others.

Mission

Students are supported in a caring environment and given opportunities to learn about themselves and to take action in areas in which they are passionate.



II. RESPONSIBILITIES

- Provide strategic leadership for all aspects of inclusion across the school, ensuring alignment with American curriculum standards, whole-child support models, and international best practices.
- Oversee the identification, assessment, and monitoring of students with learning difficulties, behavioural needs, sensory processing issues, giftedness, and other additional needs.
- Coordinate and quality-assure the creation and implementation of Individual Support Plans; ensure these plans are regularly reviewed, updated, and communicated.
- Support teachers in adapting instruction through differentiation, tiered intervention models, and evidence-based strategies for diverse learners.
- Lead training and coaching for teachers on inclusive instructional methods, executive functioning support and classroom management.
- Collaborate with school psychologists, occupational therapists, speech therapists, counsellors to ensure multidisciplinary support.
- Build strong communication channels with families; hold regular parent meetings, workshops, and consultations regarding progress and strategies for home support.
- Maintain detailed records, safeguarding documentation, assessment data, and ISP revisions in compliance with school policies.
- Conduct observations, student case reviews, and classroom walkthroughs to support quality of provision.
- Lead the inclusion team (LS teachers, shadow teachers, teaching assistants), including training, scheduling, performance oversight, and professional development planning.
- Ensure that all practice aligns with safeguarding policy, ethical guidelines, and legal obligations.

III. REQUIREMENTS

- Bachelor's or Master's Degree in Special Education, Psychology or a related field.
- Minimum 3–5 years of SENCO / Learning Support leadership experience, ideally in an international or bilingual school environment.
- Experience conducting and interpreting formal and informal assessments (academic, behavioural, sensory, cognitive).
- Deep understanding of autism spectrum profiles, ADHD, dyslexia, dysgraphia, dyscalculia, dyspraxia, executive dysfunction, and emotional/behavioural challenges.
- Ability to coach teachers, lead training, and advise on curriculum modification, behaviour support strategies, and progress monitoring.
- Excellent interpersonal skills with the ability to collaborate with staff, families, and external clinicians.
- Strong documentation, organization, and case-management abilities.
- Fluency in English required; Russian is an advantage but not mandatory.
- High level of emotional intelligence, empathy, and cultural sensitivity.
- Commitment to child safeguarding and ethical practice.

IV. BENEFITS

- Highly competitive salary and comprehensive compensation package.
- Annual performance-based and retention bonuses.
- Fully furnished housing provided.
- Relocation support, including visa sponsorship and travel allowances.
- Medical and dental insurance.
- Complimentary daily meals.

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