

<b>Position Title</b>	Head of Learning Enrichment	<b>Date:</b> June 2018
<b>Function/Department</b>	Elementary	<b>Location:</b> Singapore
<b>Manager Name &amp; Title</b>	Deputy Head of Elementary T & L	<b>Commencement Date:</b> January 2019
<b>Position Type</b>	Fixed Term	
<b>Position Status</b>	Full Time	

**Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.**

## Position Objective

In the interests of ensuring high quality learning outcomes for all students in their subject, the Head of Learning Enrichment (HoLE) is expected to work collaboratively with their team, and other leaders, to ensure continuity, consistency and progression in the written, taught and assessed curriculum. In particular the HoLE will oversee specific support and intervention to assist staff and students to foster greater levels of progress.

## Specific Responsibilities

- Consistently uphold and promote the school's vision, mission and values and promote caring, positive relationships
- Contribute to the creation of the school's Annual Improvement and Staff Development Plans, including provision of leadership in achieving these plans
- Contribute to an atmosphere of mutual trust and respect in the School, and promote collaboration, discussion, debate and teamwork
- Promote high professional standards and expectations, and model exemplary professional practice to the best of his/her ability
- Demonstrate and model the IB Learner Profile in carrying out his/her duties
- Support and implement the policies of AIS

## KEY LEADERSHIP AND MANAGEMENT RESPONSIBILITIES

- Oversee the work of the LE and EAL teams to ensure alignment with the School's philosophy with regard to support
- Manage the effective use of the Learning Enrichment and English as an Additional Language teams to ensure appropriate coverage under the constraints of the available resources.
- Maintain and refine systems to track the effectiveness and appropriateness of interventions and support for students in the Elementary School.
- Design and develop Individual Education Plans for students receiving support.
- Support Year Level Teams to ensure appropriate levels of differentiation and support are provided to allow students to access the curriculum and make good progress.
- Work in partnership with the Deputy Head of Elementary, Assistant Heads (Curriculum) Heads of Year (Curriculum), Single subject teams, subject coordinators and Classroom teachers to ensure familiarity with the curriculum material and support the planning process at all levels.
- Develop the assessment, recording and reporting processes for LE and EAL
- Ensure that approaches to teaching and learning by the LE and EAL teams are aligned with AIS Teaching and Learning principles and practices.
- Support sub-schools in the assessment and enrolment of new students who have specifically levels of needs

## STAFFING

- Manage the effective use of the LE and EAL teams to ensure appropriate support is provided to staff and students, under the constraints of the available resources
- Modelling for and coaching staff towards the development of best classroom practice and pedagogy
- Leading differentiated teacher professional development that supports the learning needs of all teachers
- Coach teachers towards the achievement of professional goals through the school's Professional Learning and Review System
- Where appropriate provide training to classroom teachers to further the development of student learning in the single subject

## KEY RELATIONSHIPS

- Reports to the Head of Inclusion (Whole School)
- Liaison with AHoE Progress and Achievement
- Direct reports: LE and EAL teachers and teaching assistants
- Liaison with Head of Elementary, Deputy Head (Teaching and Learning), AHoE Student Wellbeing
- Head of EAL Elementary/Elementary School Counsellors/Head of Learning Enrichment (Secondary School)
- Attend Elementary Curriculum Team meetings and single subject curriculum team meetings
- Devise a suitable schedule to ensure the LE are represented at year group collaborative planning meetings
- Liaises with parents, guardians and external parties, as required
- Liaison with admissions team when assessing flagged enrolments

**Other duties as determined in consultation with the Head of Elementary, Deputy Heads of Elementary or Assistant Heads of Elementary.**

**It is the job holder's responsibility to promote and safeguard the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact with and compliance with the relevant Cognita Safeguarding Child Protection Policy and Procedures should be adhered to at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Designated Safeguarding Lead or to the Head or indeed to the Cognita Regional Safeguarding Manager so that a referral can be made accordingly to the relevant third party services.**

## Position Requirements

- A strong understanding of effective teaching and learning, and support interventions in an Elementary School setting.
- A capacity to provide high quality educational leadership.
- Exemplary teaching and learning skills which achieves an outstanding level of student learning.
- Outstanding organizational and administrative skills that support effective and efficient management of data related to student performance and curriculum documentation.
- A strong commitment to the development of a professional learning community that is deeply embedded in the culture of the school
- A demonstrated capacity to work with teams and develop co-operative and constructive working relationships that promote quality teaching and learning practices.
- Ability to successfully initiate, plan and implement programs in response to new educational needs and priorities.
- A demonstrated high level of communication and interpersonal skills when relating to students, colleagues, parents and broader community.
- Experience of leading professional learning in the areas of Learning Support which supports the philosophy and practices of the School and the International Baccalaureate Primary Years Programme.

## Qualifications & Skills

- A minimum four year recognised teaching qualification including a Bachelor's Degree and Teaching Diploma or a Bachelor of Education
- A minimum of 5 years FT teaching experience in a similar role in a recognised educational institution
- Experience working with the IB Primary Years Program would be an advantage
- Post-Graduate qualifications in inclusive education or a related field would be an advantage
- Excellent communication skills, multi-tasking and time management
- Ability to work as a part of a team and an interest in participating in the wider school community

## Contacts

- Students, parents, classroom teachers, Individual Needs teachers and Senior Leadership

## Working Conditions

- 8.00am to 5.00pm or as required
- A teaching commitment is applicable to this role
- Meetings as required
- Teachers are required to be involved in school functions, meetings, events and professional development days as necessary, both within and outside of school hours

## Terms of Employment

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed. Appointment is subject to an enhanced Disclosure and Barring Service (DBS) check for regulated activity (if the candidate has lived in the UK) and/or criminal/police or equivalent background checks for all other countries inhabited (irrespective of whether you worked in those countries).

- Full time role
- Paid Annual Leave during prescribed school holidays
- Paid sick and hospitalisation leave
- Other benefits including relocation and housing depending on terms of employment