



Position Title	Head of Learning Enrichment – Secondary School Teacher	Date: June 2018
Function/Department	Learning Enrichment Department	Location: Singapore
Manager Name & Title	Deputy Head – Teaching and Learning	
Position Type	Fixed Term	
Position Status	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

The Head of Learning Enrichment partners with parents, class teachers, specialist staff and members of the administration to enable students to realise their potential through exceptional opportunities. This occurs within the context of a nurturing community that operates from an acceptance and appreciation of differences. AIS is an inclusive community and the Learning Enrichment Department assists in the provision of a differentiated learning program that aims to meet the needs of the individual and reflect students' abilities and learning style.

Specific Responsibilities

The Head of Learning Enrichment will coordinate through a range of professional roles in the effective development of educational programs based on:

- the diverse needs of students
- the centrality of the classroom teacher as the coordinator of students' teaching and learning needs
- a knowledge of teaching and learning principles and practices that enable students to access the curriculum
- genuine consultation with the student, carer or other about the impact of the student's ability to access the curriculum and achieve learning outcomes
- an understanding of the organisational structures and processes required to engage students in learning.

Main Responsibilities

- To ensure strategic oversight for all support for students who have additional learning needs within the Secondary School. Including policy writing, updating pupil information, staff training and liaison with parents/carers and external organisations.
- To effectively lead a team of learning support teachers within a dynamic educational setting.
- Support colleagues, including all other Heads of Faculty, Heads of Year and members of the Senior Leadership team, to support students' diverse learning needs through curriculum assistance/modification/development and tracking and monitoring progress in order to improve student performance
- Promote an inclusive educational setting throughout the school and organize relevant professional development.
- To liaise with the Admissions team, Senior Leadership, Curriculum Coordinators regarding all potential students with additional learning needs and to ensure appropriate support is provided within the school structure.
- To maintain a teaching load within the learning support department through academic support classes, small group interventions, 1:1 support and/or co-teaching
- Administer and interpret standardized testing and effectively communicate the results to relevant stakeholders (parents/carers, teachers, leadership)
- To coordinate all examination provisions across a variety of curricular and liaise with the Examinations Officer to ensure compliance is met for all access arrangements and disability provisions.
- Coordinate and oversee transition of students, with learning needs, from the Elementary School to the Secondary School



- To create and monitor effective individual/modified programs within the current school structure and provide guidance for parents and students
- Work closely with the counselling staff, Careers Coordinator and Heads of Year to provide a collaborative approach to student wellbeing based on a positive education approach
- Coordinate all learning support referrals and oversee the referral process.
- To liaise and create networks with outside providers including educational psychologists, counsellors and therapists

Personal Qualities

- Outstanding interpersonal and communication skills
- Enthusiasm that inspires others
- Ability to be flexible and adaptable within an international setting

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

- Experience in an International School environment would be a distinct 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

Qualifications & Skills

- A minimum four year recognised teaching qualification including a Bachelor's Degree and Post-Graduate Teaching Diploma / University Qualification or a Bachelor of Education
- Appropriate post graduate qualifications in Special Education
- A minimum of 5 years Full Time teaching experience in a similar role in a recognised educational institution.

Contacts

- Students, Heads of Year, Heads of Department, Parents, Teachers

Working Conditions

- Official working hours 8am to 4pm, 5 days per week.
- 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



Job Description

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