



Job Description

Position Title	Elementary Visual Arts Teacher	Date: June 2018
Function/Department	Elementary	Location: Singapore
Manager Name & Title	Head of Elementary Arts	Commencement Date: January 2019
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 role of AIS Elementary Art Teacher is to introduce and teach the subject of Visual Arts to Elementary students. This encompasses the components of creating and responding, within the subject, as well as connections to other student learning. The Elementary Art Teacher is responsible for planning with the classroom teacher and ensuring Visual Art is integrated authentically with selected classroom units of inquiry; as well as promoting the Visual Arts in the classroom, school and wider community.

Specific Responsibilities

- Support the Head of Elementary Arts.
- Become familiar with the PYP Scope and Sequence document and the Australian National Curriculum requirements within the PYP
- Adapt programmes to the specific needs of students in their classes
- motivate students to perform to the best of their ability
- Develop and/or amend programmes to meet changing needs and resources
- Attend and contribute to team meetings and collaborative planning when required
- Be involved with and assist colleagues in preparing exhibitions
- Actively participate in professional development opportunities

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

- Set appropriate Visual Arts tasks and activities i.e. matching required outcomes - differentiation
- Regularly check student work and provide feedback to parents and students
- Keep up with new technologies and encourage the use of appropriate technologies in Visual Arts classes
- Set assessment tasks which assess student achievement outcomes (formative and summative) and respond to the needs of students



- Maintain adequate records of student achievements for assessment
- Maintain adequate communications with students and parents
- Complete student reports diligently
- Care for school resources and act promptly and effectively upon cases of undue damage
- Regularly reward students for good achievement (e.g. merit certificates)
- Encourage enthusiastic involvement in the Exhibition process
- Other duties as determined in consultation with the Head of Elementary Arts and Head of Elementary.
- Be involved in school functions, meetings, events and professional development days as required, both within and out of school hours
- Carry out additional duties as directed by the Heads of Year, Assistant Heads of Sub-school, Head or Assistant Head of Elementary, or the Principal
- Contribute to the School's Co-Curricular Activities programme as per guidelines

Qualifications & Skills

- Exemplary teaching and learning skills which achieves an outstanding level of student learning in the area of Visual Arts.
- Outstanding organisational and administrative skills that support effective and efficient management of data related to student performance and curriculum documentation relevant to the teaching of Visual Arts.
- 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.
- A demonstrated high level of communication and interpersonal skills when relating to students, colleagues, parents and broader community.
- Experience of working with the International Baccalaureate Primary Years Programme.
- Demonstrated experience/capacity to fulfil the core responsibilities of the position.

Contacts

- Teachers, students, parents, senior leadership and principal

Working Conditions

- 8.00am to 4.00pm 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).



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- 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