



<b>Position Title</b>	Head of Department	<b>Date:</b> June 2018
<b>Function/Department</b>	Secondary School	<b>Location:</b> Singapore
<b>Manager Name &amp; Title</b>	Deputy Head – Teaching and Learning	
<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

The objective of the Head of Department is to create and maintain excellence in the teaching of the Secondary Department in the school, both in determining the content and assessment of the teaching programmes for each level, and in the delivery of those programmes.

## Specific Responsibilities

### Curriculum responsibilities as a Teacher:

- Ensure classroom practice is in keeping with the classroom expectations for staff at AIS
- Ensure that there is a clearly defined program of learning incorporating Australian Curriculum, IGCSE, IBDP and NSW High School Certificate
- Ensure that the learning outcomes for each year group are clearly defined, with clear criteria relating to the School's assessment and reporting policy
- Preparation of internal examination papers, ensuring that they are set consistent with the relevant subject learning outcomes
- Develop attainment targets for each student in relation to benchmark test results and any previous knowledge about the student's capabilities.
- Implement the requirements of all relevant curricula including: Australian Curriculum, IGCSE, HSC, IBDP
- Ensure integration of ICT and the Library as teaching resources and tools into the planning process
- Analyse the students' examination results in relation to benchmarks including predicted grades and previous years' results and share findings
- Participate in relevant excursions, competitions or other such activities
- Monitor the quality of student homework and students' compliance with the School's homework policy
- Ensure that the curriculum is properly differentiated

**In addition to teaching responsibilities, the following key responsibilities relate specifically to the Head of Department:**

### Curriculum

- Ensure that there is a clearly defined programme of learning incorporating required standards and practices for each area of subject relevant to each year level and adheres to the relevant Examination boards requires. Ensure these programmes are readily accessible to all members of the Department and relevant stakeholders
- Ensure that the learning outcomes for each year group are clearly defined, with clear criteria relating to the school's assessment and reporting policy
- Ensure that the curriculum is properly differentiated
- Ensure that there is continuity and progression in the curriculum
- Monitor the preparation of all internal examination papers, ensuring that they are set consistent with the relevant subject learning outcomes



- Develop attainment targets for each student in relation to benchmark test results and any previous knowledge about the student's capabilities (subject to the introduction of the AIS benchmarking system).
- Implement the requirements of all relevant curricula including: AC, IGCSE, HSC and DP
- Ensure that ICT and the Library as teaching resources and tools are integrated into the curriculum planning process
- Analyse the students' examination results in relation to benchmarks including predicted grades and previous years' results and share my findings with my the relevant programme leader and the Secondary Head
- Organise relevant excursions, competitions or other such activities to enrich the students' learning experience
- Monitor the quality of student homework and students' compliance with the schools' homework policy to promote independent learning
- Liaise with EAL, Learning Enrichment, Gifted and Talented coordinators and the counsellor as appropriate
- Ensure that the curriculum is properly differentiated to cater for the learning needs and learning styles of all students

### **Staff Development**

- Monitor the quality of teaching and learning in the department
- Lead the Department in the development of teaching excellence through means such as mentoring and coaching programmes and participation in other staff development initiatives
- Undertake an annual evaluation and goal setting process (PLRS) with members of the Department
- Mentor and support new teachers

### **Administration**

- Produce an Annual Department Improvement Plan in consultation with the AIS and Secondary School Improvement plans
- Monitor the achievement of the Annual Departmental Improvement Plan
- Liaise with the Timetable Committee in relation to departmental staffing needs, the deployment of teachers and allocation of teaching spaces
- Ensure that external examination entries are managed appropriately in liaison with the relevant Programme Leader
- Attend fortnightly HOD meetings and contribute as appropriate
- Proof read and take responsibility for the quality of the Department's reports
- Prepare and submit a Departmental Budget as required ensuring that the Department is adequately resourced
- Update the assets register on an annual basis
- Liaise with parents as appropriate over issues concerning the learning of students
- Liaise with Heads of Year with regard to student welfare issues
- Ensure that students are placed in the most appropriate class and counsel students on subject choices where appropriate
- Present subject information at Parent Information Evenings and in Connect AIS as required
- Contribute to subject references for universities as required
- Have oversight for Commerce content, resources, and assessment tasks on Connect AIS
- Other duties as reasonably required by the Secondary Head

**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 minimum four year recognised teaching qualification including a Bachelor's Degree and Teaching Diploma or a Bachelor of Education;
- A minimum of 8 years teaching experience preferably including leadership experience ;
- Experience in at least one of the following curriculum areas: IGCSE, IB Diploma, HSC or Australian Curriculum
- Excellent time management and organisational skills;
- Solid record-keeping and administrative skills;
- Excellent communication skills, ability to communicate effectively with parents and all levels of the organisation;
- Team building and conflict resolution skills

## Contacts

- Teachers, students, parents, senior leadership

## Working Conditions

- Official working hours 8am to 4pm or as required

## 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