

<b>Position Title</b>	Classroom Teacher & Head of Year (Curriculum)	<b>Date:</b> June 2017
<b>Function/Department</b>	Elementary School	<b>Location:</b> Singapore
<b>Manager Name &amp; Title</b>	Assistant Head of Lower Elementary (Curriculum) Assistant Head of Upper Elementary (Curriculum)	
<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

This role requires the oversight of student curriculum processes, ensuring consistency and continuity both within the Year Level and in alignment with the Elementary School in general. The Head of Year (Curriculum) will co-lead the target year level with Head of Year (Administration and Welfare)

The Head of Year (Curriculum) will have a strong understanding of the needs of Elementary (Prep-Year 5) education, with a specific focus on the target year level. He/she will have the capacity to lead teams to achieve excellence in the delivery of a high quality education aligned with the School's Mission, Vision and Values delivered via the International Baccalaureate's Primary Years Programme.

The leadership and management in this role should be provided within the context of collaborative decision-making.

## Specific Responsibilities

- Consistently uphold and promote the school's vision, mission and values and promote caring, positive relationships
- Contribute to the implementation 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

- Work with the relevant Head of Year (Administration and Welfare) in providing a team approach to all matters pertaining to the target year level.
- Take an active leadership role in the implementation, review and accountability of school policy and procedures pertaining to the curriculum.
- Support the DHOE (Teaching and Learning) and AHOE (Curriculum) with the effective development and implementation of the written, taught and assessed curriculum in line with the School Teaching and Learning Policy.

- Together with the relevant Head of Year (Administration and Welfare):
  - Ensure the development of weekly communication to parents
  - Foster and implement strong parent involvement
  - Develop and promote effective collaborative planning practices
- Work collaboratively with the Head of Year (Administration and Welfare) to provide effective leadership of the target year level
- Support the Elementary Curriculum Team and Year level teams in the analysis and use of benchmark testing data
- Ensure that the educational programme for the target year level is balanced and meets the individual needs of all students
- Work closely with the Elementary Curriculum Team to review student learning data in order to target planning needs and support for differentiation.
- Monitor the assessment and reporting procedures across the target year level to ensure compliance to school policy.
- Support curriculum development, innovation and implementation working collaboratively with the Elementary Curriculum Team
- Support the consistent and effective input of curriculum into Atlas Rubicon software

## Staffing

- Together with the Head of Year (W&A):
  - Liaise with Head of Elementary regarding staffing needs
  - Participate in process for appointment of relevant teacher assistants
- Support the Head of Elementary with the delivery of the school induction program
- Assist with the effective implementation of the Professional Learning and Review System (PLRS).
- Together with the Head of Year (W&A) provide leadership for target year level staff.

## Key Relationships

- Reports to the Assistant Head (Curriculum) LE/UE
- Liaison with Heads of Year (Curriculum), Mathematics Coordinator, Technology Coordinator and Heads of Year (W&A) LE/UE
- Liaison with the Head of Learning Enrichment, the Learning Enrichment teacher and the EAL teacher to support differentiated learning for all students in the Year Level and to ensure that academic needs of students are addressed
- Liaison with Single subject leaders to ensure the transdisciplinary nature of the programme is maintained.
- Attend Elementary Curriculum Team meetings
- Co-lead year group collaborative planning meetings with Head of Year (W&A)
- Member of the sub-school leadership team (LELT/UFLT)
- Liaises with parents, guardians and external parties, as required

## Other duties as determined in consultation with the Head of Elementary and Deputy 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 capacity to provide high quality educational leadership.
- Exemplary pedagogical skills which achieve an outstanding level of student learning
- A demonstrated capacity to build and maintain effective teams and develop co-operative and constructive working relationships that promote quality welfare and teaching and learning practices.
- A demonstrated capacity to evaluate and critically reflect upon professional practice and to assist and support colleagues to develop their own skills through involvement in professional development.
- A demonstrated high level of communication and interpersonal skills when relating to students, colleagues, parents and broader community.
- Demonstrated experience/capacity to fulfil the core responsibilities of the position particularly in relation to Curriculum

## Qualifications & Skills

- A minimum 4 year Bachelor of Education qualification or 3 year Bachelor Degree plus a 1 year teaching qualification from a recognised institution.
- Experience leading Year Level Teams or similar
- Experience with systems and structures in a large school setting (500+)
- Experience with the IBPYP is preferable
- Knowledge of restorative practices is preferable
- Experience with a holistic approach to Education

## Contacts

- Students, Teachers, Assistant Heads, Parents

## Working Conditions

- 8.00am to 5.00pm or as required
- Meetings as required
- This is a full time teaching position with an allocation of 0.2 additional release to support the role
- 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