Australian International School

Job Description Form

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 Title	Secondary School Teacher (Science including IBDP Environmental Systems and Societies)	Reference: (190701)
Function/Department	Secondary School	Location: AIS
Manager Title	Head of Department	
Position Type	Fixed Term	
Position Status	Full Time	

Position Objective

- To create and maintain excellence in subject teaching in the school, both in determining content and assessment of the teaching Programs for each level, and in the delivery of those programs.
- To prepare students for their final years of senior schooling

Specific Responsibilities

Curriculum

- Ensure classroom practice is in keeping with the classroom expectations for staff at AIS
- Ensure that there is a clearly defined program of learning
- Ensure that the learning outcomes for each year group are clearly defined, with clear criteria relating to the School's assessment and reporting policy
- 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: 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
- Organise 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

Cocurricular

- Undertake Yard Duty as required by the Daily Operations Manger
- Undertake lesson covers as required by the Daily Operations Manager
- Attend all Secondary School Assemblies
- Attend all Secondary School House events
- Attend Secondary School Presentation Day

- Take part in the School's CCA programme as required by the CCA Coordinator and/or the Director of Sport

- Maintain and ambassadorial role for AIS within the community
- Undertake a position as Home Group Teacher as required
- Attend Year Level Camps as required

Administration

- Maintain appropriate records for student assessment and behaviour
- Maintain appropriate records of meetings with parents – including parent/teacher interviews, phone calls and face to face meetings
- Keep senior staff appraised of any issues involving students – academic and pastoral
- Ensure that teaching programmes are up to date
- Prepare lesson plans that are in line with teaching programme and curricular objectives
- Attend Presentation Evenings as required by the Head of Secondary School
- Attended timetabled departmental meetings
- Attend weekly Secondary School Briefing
- Attend timetabled Secondary School meetings
- Maintain student attendance records for each class
- Maintain effective communication
- Complete student reports each term

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

- IBDP/IGCSE and/or HSC experience preferred, but not essential
- 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
- A minimum of 3 years Full Time teaching experience in a recognised educational institution ideal, however graduates may be considered

Contacts

- Students, Heads of Year, Heads of Department, Program Coordinators, Parents, Homestay coordinator

Working Conditions

- Official working hours 8am to 4pm or as required
- Occasional weekend or evening work including department meetings or professional development

Terms of Employment

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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