



# Australian International School

| Job Description  |  |  |
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| <p><b>“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.”</b></p> |  |  |
| <b>Position Title</b>  | <b>Assistant Head of Lower Elementary (Curriculum)<br/>Assistant Head of Upper Elementary (Curriculum)</b> | <b>Date:</b> MAY 2017                  |
| <b>Function/Department</b>   | <b>Elementary School</b>   | <b>Location:</b> AIS                   |
| <b>Manager Title</b>   | <b>Deputy Head of Elementary (Curriculum)</b>  | <b>RRF Number:</b>                     |
| <b>Position Type</b>   | Fixed Term   | <b>Commencement Date:</b> JANUARY 2018 |

| Position Objective  |
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| <p>This role requires the oversight of student curriculum processes, ensuring a consistent and continuity both within the Lower/Upper School and across the Elementary School in general.</p> <p>The Assistant Heads Elementary (Curriculum) will have a strong understanding of the needs of primary (Prep-Year 5) education, with a specific focus on either Prep-Year 2 (Lower Elementary) or Year 3-5 (Upper Elementary). 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.</p> <p>The leadership and management in this role should be provided within the context of collaborative decision making.</p>   |
| Responsibilities  |
| <p><b>GENERIC</b></p> <ul style="list-style-type: none"> <li>Consistently uphold and promote the school’s vision, mission and values and promote caring, positive relationships</li> <li>Contribute to the creation of the school’s Annual Improvement and Staff Development Plans, including provision of leadership in achieving these plans</li> <li>Contribute to an atmosphere of mutual trust and respect in the School, and promote collaboration, discussion, debate and teamwork</li> <li>Promote high professional standards and expectations, and model exemplary professional practice to the best of his/her ability</li> <li>Demonstrate and model the IB Learner Profile in carrying out his/her duties</li> <li>Support and implement the policies of AIS</li> </ul> <p><b>KEY LEADERSHIP AND MANAGEMENT RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>Work with the relevant Assistant Head LE/UE Administration and Welfare in providing a team approach to all matters pertaining to the leadership of the Lower or Upper Elementary School.</li> <li>Take an active leadership role in the implementation, review and accountability of school policy and procedures pertaining to the curriculum.</li> </ul> |



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- Support the DHOE (Teaching and Learning) and Heads of Year with the effective development and implementation of the written, taught and assessed curriculum; ensuring coherence (vertical and horizontal alignment) and alignment with Australian Curriculum within the framework of the IBPYP.
- Together with the relevant Assistant Head LE/UE (Welfare and Admin) assist with the formation of the annual budget
- Together with the relevant Assistant Head LE/UE:
  - Ensure the development of weekly communication to parents, students and staff
  - Foster and implement strong parent involvement
  - Assist in the interview of new students and their families prior to commencement
  - Develop and promote effective collaborative planning practices
- Work collaboratively with the Assistant Head of Elementary (Welfare and Administration) to assist the Head of Elementary to provide effective leadership of the Elementary School.
- Contribute to weekly communication related to Curriculum development and implementation in the Elementary School
- Support the Elementary Curriculum and Year level teams in the analysis and use of benchmark testing data
- Ensure that the educational programme is balanced and meets the individual needs of all students
- Work closely with the Elementary Leadership Team to review student learning data in order to target professional learning needs and support for differentiation.
- Ensure that all International Baccalaureate requirements are being adequately met.
- Monitor the assessment and reporting procedures across the LE/UE to ensure compliance to school policy.
- Support curriculum development, innovation and implementation working collaboratively with the Deputy head (T&L), Heads of Year Curriculum and other curriculum leaders.
- As part of the ELT oversee the process and preparation of documentation required for IB PYP evaluation
- Support the consistent and effective input of curriculum into Atlas Rubicon software

## STAFFING

- Together with the Assistant Head (W&A):
  - Liaise with Head of Elementary regarding staffing needs and assist with the recruiting process
  - Participate in process for appointment of relevant internal leadership positions
- Support the Head of Elementary with the planning and delivery of the school induction program
- Assist with the effective implementation of the Professional Learning and Review System (PLRS).
- Together with the Assistant Head of Elementary (W&A) provide leadership for Heads of Year in LE/UE.

## KEY RELATIONSHIPS

- Reports to the DHOE Teaching and Learning
- Direct reports: Heads of Year Curriculum
- Liaison with Assistant Head of Elementary (W&A) and Assistant Head (Curriculum) LE/UE and the EYC
- Liaison with the Admissions teams, and where necessary the Head of Learning Enrichment, to support enrolment and induction of new students
- Liaison with the Learning Enrichment team to ensure the academic needs of students are addressed
- Liaison with Single subject leaders to ensure the transdisciplinary nature of the programme is maintained.
- Attend Elementary Leadership Team meetings
- Attend Elementary Curriculum Team meetings and single subject curriculum team meetings
- Regularly attend and co-lead year group collaborative planning meetings
- Co-chair with their corresponding Assistant Head (W&A) the sub-school leadership teams (LELT/UELTL)
- 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**



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## 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 administration and student welfare

## Selection Criteria

- A minimum 4 year Bachelor of Education qualification or 3 year Bachelor Degree plus a 1 year teaching qualification from a recognised institution.
- A minimum of 2 years of experience in a senior leadership role, particularly in the area of administration and welfare
- 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 an holistic approach to welfare

## Contacts

- Students, Teachers, Parents, Elementary Leadership Team, Academic Executive

## Working Conditions

- Working hours 8.00am to 5.00pm, 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 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
- Medical and Personal Accident Insurance
- Other benefits may include relocation, housing and school fees (for up to 2 children) depending on terms of employment