

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all employees, 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	Assistant Head of Elementary	Reference: January 2025
Function/Department	Elementary	Location: AIS
Manager Title	Head of Elementary	
Position Type	Fixed Term	
Position Status	Full Time	

## Position Objective

- The Assistant Head of Elementary (Academic Wellbeing) works collaboratively with the Elementary Leadership Team, to lead the School in implementing best practices in student and academic wellbeing and the wellbeing of staff and families.
- The Assistant Head Elementary will have a strong understanding of the needs of Elementary Education (Prep-Year 5). 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.

## Responsibilities

- Support the Head of Elementary School in ensuring the smooth running of the Elementary School.
- Act as a professional role model for the community and work as a team player with other members of the Elementary Leadership Team.
- Support the ethos of the school in actions and speech and work hard to make our school a Centre of Excellence in all our endeavors.
- Work to achieve the goals of Elementary School as expressed in the Elementary School Improvement Plan and Whole School Strategic Plan.
- Contribute to the development of the school as a learning community through fostering inquiry, reflection, innovation and professional learning.
- Consistently uphold and promote the school's vision, mission and values and promote our culture of care with positive relationships.
- Contribute to the creation of the Elementary School's Annual Improvement Plan
- Contribute to an atmosphere of mutual trust and respect in the Elementary School and specifically among the Elementary Leadership Team, and promote collaboration, discussion, debate and teamwork.
- Promote exemplary standards and expectations and model professional practice to the best of their ability.
- Develop, refine, support and implement policies in the Elementary School.

### Key Leadership and Management Responsibilities

- Work with the relevant Assistant Heads Academic Well-being in providing a team approach to all matters pertaining to the leadership of the Elementary School.

- Oversight of Academic Well-being for assigned Year Group levels.
- Take an active leadership role in the implementation, review and accountability of school policies and procedures.
- Together with the Elementary Leadership Team:
  - Foster and implement strong parent involvement
  - Assist in the interview of new students and their families prior to commencement
  - Use data to inform the tracking of student well-being
  - Actively seek ways to promote AIS as a leader in global well-being
  - Develop and promote effective collaborative planning practices
- Support the Elementary 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 Elementary School to ensure compliance to school policy.
- Support curriculum development, innovation and implementation working collaboratively with different levels of leadership.

#### Staffing

- Together with the Elementary Leadership Team:
  - Liaise with Head of Elementary regarding staffing needs and assist with the recruiting process
  - Participate in process for appointment of relevant internal and external 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.
- Provide leadership for Middle Leadership Teams.

#### Other duties as determined in consultation with the Head of Elementary.

It is the job holder's responsibility to promote and safeguard the welfare of children and young person's for whom they are responsible, or with whom they come 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, they 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

- 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, the Principal or Head of School.
- A capacity to provide high quality educational leadership.
- Excellent communication skills.
- Core competencies in IT and the ability to navigate and operate Student Management Systems, Google Suite and other operational and educational platforms.
- Exemplary organisation, documentation, logistical and analytical skills.
- 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 fulfill the core responsibilities of the position particularly in relation to administration and student welfare.

## Qualifications

- A minimum 4 year Bachelor of Education qualification or 3 year Bachelor Degree plus a 1 year teaching qualification from a recognised institution.
- Experience in a middle or senior leadership role.
- Experience with systems and structures in a large school setting (500+)
- Experience with the IB PYP is preferable.
- Knowledge of restorative practices is preferable.
- Experience with a holistic approach to welfare.

## Contacts

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

## Working Conditions

- Official working hours 8am-4pm or as required
- Occasional weekend or evening work including meetings, professional development or community engagements

## 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
- Reference Check: **Required**
- Background check: **Required**