

**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 Secondary - Academic Administration	Reference: February 2025
Function/Department	Secondary School	Location: AIS
Manager Title	Head of Secondary	
Position Type	Fixed Term	
Position Status	Full Time	

## Position Objective

- To oversee the smooth running of the Secondary School through the oversight of the SS timetable – its development and implementation. Responsible for all external and internal examinations logistics in collaboration with AHOSS Academics. Oversight of all incursions and excursions in the Secondary School and the logistics of Secondary School events.

## Responsibilities

- Oversight of SS timetable construction and ongoing maintenance;
- Oversight of Daily Operations of the Secondary School, movement of staff, rooming and daily cover of classes;
- Develop and implement the Secondary playground and duty roster;
- Oversight of Secondary school VTR approvals; regular collaboration with school Facilities team to manage events
- Oversight of daily movement of staff and day-to-day logistics of the secondary school;
- Day to day execution of SS logistics & events including all assemblies, P/T Interviews and Back to School Afternoons;
- SS Weekly notices + communications to staff, students + parents
- Responsible for agenda and running of Staff Briefings
- Oversight for school camps, excursions and incursions ensuring that policies and procedures are adhered to;
- Oversight of general educational facilities in secondary, ensuring they are maintained and in usable state and if not follow up with relevant operational staff to rectify;
- Oversight of the secondary MIS teaching manager;
- Act as designated 24/7 Duty Manager for overseas camps and excursions
- Responsible for Relief Staff interviews at point of hire and ongoing performance in line with AIS standards and Mission, Vision and Values
- Actively seeking ways to promote AIS as a leader of efficient operational processes
- Oversight of examinations in collaboration with AHOSS Academics and line management of Examination Officer and examination staff;
- Oversight of examination periods including Policies, Quality Assurance, Logistics and Timetables;
- Demonstrate a high level of awareness of educational developments and changes, particularly in the areas of key responsibility
- Participate in and contribute to the school's professional growth cycle system

It is the job holder's responsibility to promote and safeguard the welfare of children and young people 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

- A Secondary School teacher with at least four years middle leadership experience in Pastoral and/or Academic teams;
- Experience in school operations and timetabling;
- Excellent IT skills, particularly around the use of spreadsheets, databases and Management Information Systems such as iSams.
- Sound understanding of Curriculum (IBDP, HSC, IGCSE, AC) and indicative hours for successful timetabling;
- Conflict resolution skills;
- Initiative and the ability to work independently;
- Excellent communications skills with staff, students and parents at all levels;
- Attendance at and support of school events outside of standard school hours.

## Qualifications

- A minimum of 4 years of experience in a Middle Leadership position within an educational institution;
- Excellent IT skills; in particular working with spreadsheets and student information systems (eg.iSams)
- Excellent understanding of data and using data to inform Teaching and Learning;
- The soft skills necessary to work across all levels of the school community including teachers, School Executive, students and parents.

## Contacts

- Member of SLT
- Secondary representative on Whole School Logistics Committee
- Member of Academic Standards Committee
- Member of Heads of Department
- Teachers
- students
- Parents

## Working Conditions

- Working hours 8am to 4pm or as required
- Attendance at and support of school events outside of standard school hours



## Terms of Employment

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- Working Hours: **8:00 am – 4:00 pm, Monday to Friday**
- Annual Leave: **Paid Annual Leave during prescribed school holidays**
- Medical Benefits: **Group Medical Insurance**
- Sick Leave/Hospitalisation Leave: **60 days hospitalisation leave including 14 days sick leave**
- Other benefits including relocation, flights and housing depending on terms of deployment
- Probation Period: **1 term**
- Reference Check: **Required**
- Background check: **Required**