

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	English Language Acquisition Teacher (Humanities and English)	Reference: January 2025
Function/Department	Secondary	Location: AIS
Manager Title	Head of Department	
Position Type	Fixed Term	
Position Status	Full Time	

Position Objective

The Australian International School English Language Bridging Course (Yr 7-9) is a new initiative for non-native English speakers. This programme aims to develop students' acquisition of the academic language required to equip them to enter an English medium of instruction setting. This is a synchronous semesterised course, offered face to face at the Australian International School and online as required. The course has been designed to offer five core curriculum areas and access to school based co-curriculum programmes. The ELBC is offered in Semester sessions and aligns with the AIS school academic calendar. This programme intends to provide an intensive, immersive, English language experience for students. Teachers will be expected to teach targeted English acquisition skills (Grammar, Listening, Reading, Writing, and Speaking) as well as core content subjects of Math, Science and Humanities and pastoral programmes.

Responsibilities

Teaching and Learning

- Provide engaging and well prepared lessons and other experiences for students
- Ensure classroom practice encompasses inclusive learning approaches which draws on students strengths
- Assist in the development of a personalised learning approach
- Maintain appropriate standards of classroom management and positive behaviour support within a caring and nurturing environment
- Utilise self-reflection and improvement cycle to ensure ongoing development of personal capabilities
- Develop appropriate professional relationships with students and their families or caregivers
- Maintain collegial and collaborative relationships with colleagues to better support learners and their development
- Actively support the school leadership in all academic pursuits

Curriculum

- Promote the philosophy of inclusive and cultural learning practices which embrace the personalised learning approach
- Ensure classroom practice is in keeping with the high classroom expectations for staff at AIS
- Ensure that there is a thorough knowledge of the approved ELBC curriculum
- Provide a clearly defined program of learning which is aligned with the School's teaching and learning expectations and the IB, IGCSE and Acara philosophy and standards
- Ensure that the curriculum is properly differentiated for all levels of English proficiency
- Participate in weekly collaborative planning meetings, ensuring the needs of learners are met and developed
- Ensure that the learning outcomes for each year group are clearly defined, with clear criteria relating to the School's assessment and reporting policy
- Conduct, mark and review standardised testing for entry and exit of programme placement



- Develop and communicate attainment targets for each student in relation to benchmark test results and any previous knowledge about the student's capabilities
- Analyse the students' results in relation to benchmarks including predicted grades and previous results and share findings and communicate with families on a weekly basis
- Monitor the quality of engagement and students' compliance with the School's homework policy
- Ensure all curriculum documentation is updated and available for students on school electronic platforms
- Assist with the ongoing evaluation and monitoring of existing programmes to ensure they are of high quality
- Work with designated students to assist and monitor their goals and achievements
- Ensure that teaching and learning is appropriately resourced and prepared for students to access

Administration

- Ensure that all timeline expectations are met
- Ensure that all communication with faculty and parents are dealt with efficiently and within expected timeframes
- Maintain appropriate records of meetings with parents – including parent/teacher interviews, phone calls and face to face meetings
- Meet with students and families prior to enrolment and during the enrolment process as necessary
- Mark student's EAL proficiency assessments and provide feedback on student suitability for enrolment
- Maintain appropriate records for student numbers, attendance, assessment and behaviour
- Keep senior staff appraised of any issues involving students – academic and pastoral
- Ensure that teaching programmes are up to date and available on school digital formats
- Attend presentation evenings as required by the Head of English Learning
- Maintain effective communication
- Complete student reports and weekly communication

Co-curricular

- Undertake Yard Duties as required
- Attend all Secondary Staff meetings and ELCB Staff and student meetings
- Attend all Secondary School events including Presentation day
- Play an active part in the School's CCA programme/or representative sport programme
- Maintain and ambassadorial role for AIS within the community
- Attend Year Level Camps and Outdoor Education experiences as required

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

- This position is a full time equivalent teaching load
- Teachers are a student mentor and provide academic and social/emotional support
- 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 Academic Leadership



Qualifications

- A minimum four year recognised teaching qualification including a Bachelor's Degree and Teaching Diploma or a Bachelor of Education
- A minimum of 3 years full-time teaching experience in a recognised educational institution
- Strong EAL Qualifications in addition to Degree qualifications (TESOL or equivalent)
- Qualifications and experience in teaching a specific curriculum area: Humanities (History and Geography)
- Experience teaching EAL in a School in an international setting
- Experience with governing bodies and curriculum such as IB and IGCSE an advantage
- Excellent communication, information technology, multi-tasking and time management skills
- Ability to work as a part of a team and an interest in participating in the wider school community

Contacts

- Head of School: English Language
- Head of School Secondary
- Students, Parents, Guardians
- Heads of Year
- Heads of Department
- Program Coordinators
- Admissions Team

Working Conditions

- 8.00am to 4.00pm or as required and dependent on AIS Ready requirements
- Meetings as required
- Conduct CCAs as per School guidelines

Terms of Employment

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. 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).

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