



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	Head of Secondary	Reference: November 2024
Function/Department	Secondary	Location: AIS
Manager Title	Principal	
Position Type	Fixed Term	
Position Status	Full Time	

## Position Objective

- As the Head of Secondary School, you will have a strong understanding of the needs of our students in their secondary years of schooling. You will demonstrate the capacity to lead the Secondary School team to achieve excellence in the delivery of the School's Year 6-8, IGCSE, International Baccalaureate Diploma Programme and New South Wales Board of Studies HSC curriculum.
- You will possess an international mindset ready to immerse yourself into our rich and diverse community of over 50 different nationalities.

## Responsibilities

- Lead and manage the Secondary School division, including academic programmes, extracurricular activities, employee development, and student welfare.
- Develop and implement strategies that ensure the delivery of a world-class education and maintain a culture of academic excellence.
- Ensure the provision of pastoral care to all Secondary School students and promote a safe and supportive learning environment.
- Ensure the provision of quality professional development opportunities for Secondary School employees.
- Develop and maintain strong relationships with the wider school community, including parents, students, and alumni.
- Foster a culture of innovation and continuous improvement within the Secondary School.
- Collaborate with other school leaders to develop and implement the whole school strategic plan.
- Lead the development, implementation and evaluation of the Secondary School Improvement Plan

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 minimum of 5 years of experience in a leadership role within a secondary school.
- A strong understanding of the Australian and International curriculums.
- A proven ability to lead and manage a large team of educators.
- Excellent communication and interpersonal skills, with the ability to build strong relationships with all stakeholders, at school and group level.
- Demonstrate commitment to the provision of pastoral care and support to students.
- Have an innovative and forward-thinking mindset with a track record of successful implementation of new initiatives.
- Experience working in an international school environment is highly desirable.
- Demonstrated commitment to ongoing professional learning and development.

## Qualifications

- A teaching qualification, such as a Postgraduate Certificate in Education or a Bachelor of Education or a related field is essential.
- A master's degree in education or a related field is highly desirable.

## Contacts

- Head of School
- Principal
- Head of Sub-Schools
- Managing Director and other Operations functions
- Academic contingent
- Parents
- Students

## Working Conditions

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

## Terms of Employment

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- Working Hours: **8:00 am – 4:00 pm, Monday to Friday**
- Annual Leave: **30 days**
- Medical Benefits: **Group Medical Insurance**
- Medical & Hospitalisation Leave: **60 days hospitalisation leave including 14 days medical leave**
- Probation Period: **1 term**
- Other benefits: **Relocation and housing depending on terms of employment**
- Reference Check: **Required**
- Background check: **Required**