



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.

Position Title	Head of Mandarin	Reference: January 2024
Function/Department	Elementary	Location: AIS
Manager Title	Head of Elementary	
Position Type	Fixed Term	
Position Status	Full Time	

Position Objective

The Head of Mandarin Department will be responsible for overseeing the Mandarin language curriculum and instruction in the Elementary School. This position involves curriculum development, teacher support, student assessment, and fostering a positive learning environment that promotes the Mandarin language and culture.

Responsibilities

- Consistently uphold and promote the school’s vision, mission and values and promote caring, positive relationships
- Contribute to the implementation of the relevant initiatives from the school’s Strategic Plan
- Contribute to an atmosphere of mutual trust and respect in the School, and promote collaboration, discussion, debate and teamwork
- Promote high professional standards and expectations, and model exemplary professional practice to the best of their ability
- Demonstrate and model the IB Learner Profile in carrying out their duties
- Support and implement the policies of AIS
- Contribute to the Co-Curricular Activities programme, in adherence to the relevant programme guidelines

High Quality Teaching Practice

- Develop use of inquiry as a pedagogical stance, in line with the AIS Teaching and Learning Policy
- Develop the ability to create a positive, supportive and engaging classroom climate meeting the academic, social and emotional needs of all students
- Demonstrate high quality teaching skills, providing relevant, challenging, engaging and differentiated learning experiences for all students.
- Demonstrate ability to integrate the use of learning technologies in learning and teaching programs
- Ability to cater for the learning needs of students with identified difficulties, gifts and talents or who have English as an additional language
- Ability to assess and monitor student achievement in a variety of ways, using data to inform differentiation and the teaching and learning process.
- Ability to use data to communicate with parents in a variety of ways that keep them regularly and fully informed of their children's progress
- Demonstrate capacity to reflect critically upon own professional practice and ability to develop strategies to improve the quality of teaching and student learning that are grounded in current research and in line with the AIS Professional Learning and Review System.

Disclaimer: The information contained herein is not intended to be an all-inclusive list of duties and responsibilities of the role.

<INSERT NAME>



Contribution to Learning Area and Curriculum Development

- Develop and implement a comprehensive Mandarin curriculum aligned with school standards and educational goals
- Ensure the curriculum integrates cultural components to enhance students' understanding of Chinese culture
- Regularly review and update the curriculum to maintain relevance and effectiveness
- Provide leadership and support to Mandarin language teachers
- Organize professional development opportunities and training sessions for teachers
- Facilitate collaboration among teachers to share best practices and resources

Relationships with Students, Staff and Parents

- Ability to develop productive relationships with students which foster and develop positive behaviours for learning
- Demonstrated high level communication and interpersonal skills when relating to students, parents and colleagues
- Demonstrated capacity to work as a co-learner and collaborator with students, colleagues, parents and the wider community
- Ensure that the welfare approach towards all students is balanced and aligns with the school's policies and procedures

Contribution to the Whole School

- Ability to contribute to the development and implementation of programs and policies which promote excellence in student learning, social and emotional development in an international environment
- Capacity to respond to emerging educational needs and priorities in an international environment
- Leadership of school Co-Curricular Activity or Representative Sport as per the school's published guidelines

Staffing

- Develop an effective working relationship with all members of the ES team including teacher assistants to ensure students are supported in accessing all aspects of school life

Key Relationships

- Line managed by DHoE
- Liaises with HoY, Classroom TAs, Year group staffing including EAL and LE staff, and Assistant Heads as required
- Direct reports: Mandarin Teaching Team
- Actively contribute to year group collaborative planning meetings
- Liaises with parents, guardians and external parties, as required

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom they are responsible, or with who, they comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all time. 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

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<INSERT NAME>

report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO 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 Assistant Heads of Sub-school, Deputy Head or Head of Elementary, or the Principal

Qualifications

- A minimum 4 year teaching qualification from a recognised institution; higher qualifications would be an advantage;
- A minimum of 3 years FT teaching experience in a recognised educational institution;
- Excellent command of the English language - written and verbal skills;
- The ability to work across all levels of the school community including teachers, School Executive, students and parents.

Contacts

- Students, Classroom Teachers, Teacher Assistants, Heads of Department, Program Coordinators, Parents.

Working Conditions

- Official working hours 8am to 4pm or as required

Terms of Employment

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- Working Hours: 8:00 am – 4:00 pm, Monday to Friday
- 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
- Reference Check: Required
- Background check: Required



**Australian
International
School**

Job Description Form

I confirm I have read, understood and accept this Job Description as a guide to my position and with meeting the responsibilities it carries.

Signed:.....

Date:.....

Signed:.....
Manager:

Date:.....

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<INSERT NAME>