

Position Title	Secondary School Mother Tongue Tutor	Date: 2021
Function/Department	Secondary School	Location: Singapore
Manager Name & Title	External Learning Coordinator	
Position Type	Fixed Term	
Position Status	Part Time	

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 Objective

- To create and maintain excellence in Mother Tongue language tutoring in the Secondary School, both in determining content and assessment of the teaching Programs for each level, and in the delivery of those programs.
- To prepare students for returning to their home education system and/or their final years of senior schooling

Specific Responsibilities

Curriculum

- Ensure classroom practice is in keeping with the classroom expectations for staff at AIS
- Ensure that there is a clearly defined program of learning
- Ensure that the learning outcomes for each class are clearly defined, with clear criteria relating to the School's assessment and reporting policy
- Monitor the preparation of all internal examination papers, ensuring that they are set consistent with the relevant subject learning outcomes
- Develop attainment targets for each student in relation to benchmark test results and any previous knowledge about the student's capabilities
- Implement the requirements of all relevant curricula including: Australian Curriculum, IGCSE, HSC, IBDP
- Monitor the quality of student homework and students' compliance with the School's homework policy
- Ensure that the curriculum is properly differentiated

Administration

- Maintain appropriate records for student assessment and behaviour
- Maintain appropriate records of meetings with parents – including phone calls and face-to-face meetings
- Keep your line manager and other suitable staff apprised of any issues involving students – academic and pastoral
- Ensure that teaching programmes are up to date
- Prepare lesson plans that are in line with teaching programme and curricular objectives
- Maintain student attendance records for each class
- Maintain effective communication
- Complete student reports each term

It is the job holder's responsibility to promote and safeguard the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes 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, s/he 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

- Experience in an International School environment would be a distinct advantage
- Excellent communication skills, multi-tasking and time management

Qualifications & Skills

- A minimum four year recognised teaching qualification including a Bachelor's Degree and Post-Graduate Teaching Diploma / University Qualification or a Bachelor of Education
- A minimum of 3 years Full Time teaching experience in a recognised educational institution ideal, however graduates may be considered

Contacts

- Students, Heads of Year, Heads of Department, Program Coordinators, Parents

Working Conditions

- Official working hours between 8am to 4pm or as required
- This role is unable to sponsor a work visa.

Terms of Employment

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. 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).