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<table>
<thead>
<tr>
<th>Position Title</th>
<th>Head of Secondary School</th>
<th>Reference: February 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Function/Department</td>
<td>Secondary School</td>
<td>Location: AIS, Singapore</td>
</tr>
<tr>
<td>Manager Title</td>
<td>Head of School</td>
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<tr>
<td>Position Type</td>
<td>Fixed Term</td>
<td></td>
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<tr>
<td>Position Status</td>
<td>Full Time</td>
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### Position Objective

- Lead a clear vision for the Secondary School within the context of the whole school Strategic Plan and with a focus on the School Vision, Values and Mission Statements;
- Enhance student learning outcomes;
- Establish and maintain professional relationships within the executive leadership of the School that fulfil the Strategic Plan’s objective;
- The Head of Secondary School’s role requires leadership characteristics, interpersonal skills and administrative capabilities, at a superior level.

### Responsibilities

#### Leadership
- Provide superior educational leadership within the Secondary School;
- Create and advance effective teams and foster co-operative and constructive professional relationships that promote excellence in teaching capacities, learning practices and student outcomes;
- Affirm existing, quality educational programs and approaches through supportive and re-assuring leadership;
- Initiate, plan and implement programs in response to new educational needs and priorities;
- Evaluate and critically reflect upon professional practice while assisting and supporting colleagues to develop their own skills through involvement in professional development;
- Develop an ethos of high expectations, evidence-inspired decision-making, and collaboration for fulfilling objectives that place student attainment first;
- Monitor and evaluate Secondary School performance;
- Demonstrate and model the School Values;
- Conduct annual performance evaluation on direct reports.

#### Teaching and Learning
- Establish and maintain professional relationships with the Principal that enhance student learning outcomes;
- Foster and develop academic excellence in the Secondary School;
- Lead and evolve curriculum policy within the Secondary School;
- Undertake lesson observations of Secondary School staff to ensure the continuing excellent quality of teaching and learning;
- Oversee the implementations of the Year 6-8 Curriculum, IGCSE, IBDP and HSC across the Secondary School, ensuring consistency of curriculum and pedagogy;
- Direct the articulation of the multi-tiered Secondary School curriculum;
Job Description Form

Affirm superior assessment recording and reporting procedures;
Ensure and promote the effective use of student data to facilitate positive learning outcomes for students;
Progress the application of standardised test data to set targets and monitor value added;
Exhibit exemplary teaching and learning skills which achieve an outstanding level of student learning;
Model the importance of the core objectives of teaching to the Secondary School staff;
Demonstrate excellence in professional practice;
Remain abreast of current trends in curriculum design and development.

Strategic Planning
- Assist the Head of School with strategic planning and review of AIS objectives;
- Develop an annual Action Plan for the Secondary School that is in line with the School’s Strategic Plan and Mission Statements;
- Oversee the Secondary Professional Development Plan in line with the School’s Action Plan;
- Evaluate, promulgate and implement all Secondary School policies;
- Evaluate staffing requirements for the Secondary School resulting in appropriate allocation of staff.

Communication
- Positively promote AIS and the Secondary School, at all times;
- Demonstrate a superior level of communication and interpersonal skills when relating to students, colleagues, parents and the broader community;
- Provide written reports and communications on the functioning of the Secondary School for the Head of School;
- Maintain appropriate communication with parents of Secondary School students who have concerns in the area of welfare and discipline.

Administration
- Manage Secondary School budgets;
- Contribute to communications to the School community through the lens of the Secondary School;
- Oversight for annual Secondary School calendar;
- Ensure that all resources are effectively and efficiently deployed;
- Oversee the Secondary Schools’ Camps and Co-curricular programs;
- Support the allocation of funds for Secondary School Professional Development;
- Oversee all Academic accreditation processes in the Secondary School.

Students
- Lead a culture of care for student wellbeing;
- Overall responsibility for welfare and discipline in the Secondary School;
- Develop in students the motivation and self-esteem, study skills and research skills to assist them in reaching realistic learning and career goals;
- Oversee the interview and enrolment process of new students;
- Oversee the selection of the Secondary School student leadership team and foster student leadership skills;
Job Description Form

Staff

- Oversee Secondary School staff welfare;
- Manage staff performance in Secondary School;
- Oversee and participate in the recruitment and induction of new Secondary School staff.

The Head of Secondary School’s responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with who, s/he 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, s/he must report any concerns to the School’s Child Protection Officer/Designated Safeguarding Lead or to the Head of School, or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third-party services.

Position Requirements

The Head of Secondary School will have:

- A superior understanding of the needs of students in their secondary years of schooling and the demonstrated capacity to lead the Secondary School to achieve excellence in the delivery of the School’s Year 6-8 Australian Curriculum, IGCSE, International Baccalaureate Diploma Programme and New South Wales Board of Studies HSC curriculum;
- A capacity to establish and maintain effective relationships with senior colleagues and lead staff in the Secondary School;
- Attributes to gain the confidence of the AIS parents and community;
- A demonstrated understanding of the Australian National Curriculum, the IGCSE, the IB Diploma Programme and the NSW Higher School Certificate is an essential aspect of this position. (Moreover, the capability to transition students through these programmes will be essential);
- Fulfil the professional expectations of the position, as directed by the Head of School.

Qualifications

The Head of Secondary School will have:

- A minimum four-year, recognised teaching qualification: Bachelor’s Degree and Post-Graduate Teaching Diploma/University Qualification, or a Bachelor of Education. A higher degree would be anticipated;
- A minimum of ten years’ full-time teaching experience in a recognised school;
- Five years leadership in education experience, in a senior, leadership role, is expected.

Contacts

- Head of School
- Principal
- Head of Elementary School and Head of Early Years
- Deputy Head of Secondary School
- Assistant Heads of Secondary School
- Heads of Year
- Heads of Department
- Teachers, parents, students and other AIS staff
Job Description Form

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- Working Hours: 8:00 am – 4:00 pm, Monday to Friday or as required
- Annual Leave: 30 working days per annum
- Medical Benefits: Group medical insurance
- Sick Leave/Hospitalisation Leave: 14 days sick leave and 60 days hospitalisation leave
- Probation Period: 3 months from date of commencement
- Three referee requests: Required
- Background Check: Required

Working Conditions

- Country role - Singapore
- School Environment
- Occasional weekend or evening work