

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	Assistant Head of Secondary - Wellbeing	Reference: July 2022
Function/Department	Secondary	Location: AIS
Manager Title	Head of Secondary	
Position Type	Fixed Term	
Position Status	Full-time	

Position Objective

- The Assistant Head of Secondary - Wellbeing leads the Secondary School in implementing best practices in student and academic wellbeing and the wellbeing of staff and families. They develop a strategic vision, which guides the school in being a place where each student feels happy, healthy, safe and engaged and are supported in building the skills and attributes, which will enable them to flourish now and into the future.

Responsibilities

The Assistant Head of Secondary – Wellbeing is responsible for the following:

General Expectations:

- Support the Head of Secondary School in ensuring the smooth running of the Secondary school.
- Act as a professional role model for the community and work as a team player with other members of the Secondary Leadership Team.
- Support the ethos of the school in actions and speech and work hard to make our school a Centre of Excellence in all our endeavors.
- Work to achieve the goals of Secondary School as expressed in the Secondary School Improvement Plan and Whole School Strategic Plan.
- Contribute to the development of the school as a learning community through fostering inquiry, reflection, innovation and professional learning.
- Consistently uphold and promote the school's vision, mission and values and promote our culture of care with positive relationships.
- Contribute to the creation of the Secondary School's Annual Improvement Plan
- Contribute to an atmosphere of mutual trust and respect in the Secondary School and specifically among the SLT, and promote collaboration, discussion, debate and teamwork.
- Promote exemplary standards and expectations and model professional practice to the best of my ability.
- Develop, refine, support and implement policies in the Secondary School

Responsibilities specific to the role:

- Oversight for the development of STRIVE (pastoral) programs
- Use data to inform the tracking of student wellbeing
- Work closely with The Wellbeing Team in relation to current and emerging issues impacting student wellbeing
- Maintain a scope and sequence of wellbeing programs, advise on content and implement new initiatives in accordance with best practice
- Responsibility for Presentation Day Head of Year (HoY) Awards, STRIVE Awards and Outstanding Achievement Awards



- Liaise with Immigration and Checkpoints Authority (ICA) to monitor the attendance and performance of all students
- Conducting of Pastoral Interviews as well as Academic Enrolment meetings
- Responsible for all student behavior (e.g. bullying, theft, social media) and discipline, uniform
- Completion of student behavior, discipline and investigations
- Lead the Secondary in the safeguarding of students monthly reports to Cognita
- Conduct regular staff briefings, community communications and student presentations
- Lead the Secondary safeguarding curriculum and assist with annual reviews
- Oversight for Year level landing pages on Connect AIS
- Lead the orientation and transition of new students
- Proofread STRIVE Reports
- Oversight for HoY annual plans for ongoing improvement
- Oversight of HOYs, Wellbeing Coordinators, Secondary School Counselors, Head of Positive Education, Community Service and Community, Action & Service (CAS) Coordinator and STRIVE teams (including performance management)
- Yearly appointment and allocation of HoY and STRIVE Teachers
- Oversight of the AIS Residential Program including the Boarding House and Homestay, whilst managing The Boarding Guardian and International Student Coordinator
- Maintenance and oversight of Pastoral Policies and procedures
- Oversight and contribution to the Academic Admissions process
- Lead and grow safeguarding within the AIS community
- Actively seek ways to promote AIS as a leader in global wellbeing
- Undertake all other duties as required by the Head of the Secondary School.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this position.

It is the job holder's responsibility to promote and safeguard the welfare of children and young person's 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

- Passion for the provision of student care and student wellbeing
- Sound understanding of the Australian Curriculum, International General Certificate of Secondary Education (IGCSE), Higher Secondary School Certificate (HSC) and International Baccalaureate Diploma Programme (IBDP)
- Pastoral leadership experience essential - genuine care for students and their wellbeing
- Leadership of Middle Managers and coordinate the STRIVE Group Teachers
- Experience in organising year level activities, POD Meetings and events relevant to the year level
- Experience in the development of STRIVE Programs in a Secondary context
- Experience in providing academic guidance, strategies and support to students
- Excellent communication skills
- Exemplary organisation and documentation skills
- A calm disposition and holistic outlook towards safeguarding whilst being a Secondary safeguarding lead



- Comprehensive understanding of positive psychology
- Attendance at and support of school events outside of standards school hours

Qualifications

- A minimum 4 year teaching qualification from a recognised institution; higher qualifications would be an advantage;
- A minimum of 5 years of experience in a Middle Leadership position within an educational institution;
- Experience within an international school environment would be an advantage;
- Excellent English-language written and verbal communication skills;
- The ability to work across all levels of the school community including teachers, School Executive, students and parents.

Contacts

- Member of SLT
- Chair Heads of Year Meetings
- Chair Weekly Welfare Meetings
- Member of the Academic Admissions Team
- Member of the Safeguarding Committee / Designated Safeguarding Lead
- Member of the Positive Education Schools Association (PESA)
- Member of Australian Boarding Schools Association

Working Conditions

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

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).

- Full Time role
- Paid Annual Leave during prescribed school holidays
- Paid sick and hospitalisation leave
- Other benefits including relocation and housing depending on terms of employment