



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	Senior Manager - Academic Reviews	Reference: March 2023
Function/Department	Marketing & Admissions	Location: AIS
Manager Title	Director of Marketing and Admissions	
Position Type	Permanent	
Position Status	Full Time	

Position Objective

The Senior Manager-Academic Reviews partners with parents, students, admissions team, and the sub-school leadership as part of the enrolment process. The Senior Manager-Academic Reviews is responsible for evaluating the learning and behavioural needs of prospective students to ensure that they have every opportunity to succeed at AIS.

Responsibilities

- Manage the admissions process for students flagged at the review stage who require an academic review, including conducting assessments/interviews, evaluations, reviewing applications, and making admission recommendations.
- Lead conditional enrolment meetings with the Head of Sub-School, Assistant Head Diversity and Development and parents.
- Work with the Assistant Head Diversity and Development to determine available space for students who need additional support in each year level.
- Ensure all reviews are complete within a 48-hour period from application.
- Conduct a termly review of academic review cases to ensure a consistent sustainable approach is being maintained.
- Collaborate with the Learning Enrichment Team including attending team meetings and professional development.
- Stay current with the latest research and trends related to the education of students with additional needs.
- Provide support to families throughout the admission and enrollment process.

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

- Excellent verbal and written communication skills, with the ability to effectively communicate with parents, teachers, and other school staff, as well as outside agencies.
- Strong interpersonal skills, with the ability to build rapport with families and work effectively as part of a team.
- Excellent organisational skills, with the ability to manage multiple tasks and priorities effectively.
- A strong commitment to ensuring that all students receive a high-quality education.
- Ability to adapt to changing circumstances and be open to new ideas and approaches.
- Strong attention to detail, with the ability to accurately evaluate student records and assessments and make well-informed recommendations.

Qualifications

- A recognised teaching qualification including a bachelor's degree in education and/or teaching diploma
- An appropriate post graduate qualifications in Special Education is preferred.
- Teaching experience in a recognised educational institution with experience of working with students with additional needs.

Contacts

- Students, parents, teachers, admissions team, heads of sub-school, assistant head development and diversity

Working Conditions

- On Campus

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).

- Working Hours: 8:00 am – 5:00 pm, Monday to Friday
- Annual Leave: 21 working days per annum
- Medical Benefits: Group medical insurance
- Sick Leave/Hospitalisation Leave: 60 days hospitalisation leave including 14 days sick leave
- Probation Period: 3 months from date of commencement
- Reference Check: Required
- Background check: Required