



Academic Well-being Head of Year

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	Elementary School - Head of Year	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 Year (HoY) role is key in the Academic Well-being of students in the Elementary School. The appointment holder is responsible for guiding both students and homeroom teachers in their year group within the wider framework of the Academic Well-being Program. The HOY role includes a classroom teacher role.

The HoY should:

- Oversee the Pastoral care of students in a designated year level
- Be responsible for guiding the culture of the Year Group (common set of expectations, sense of belonging, positive & collective attitudes towards self/others & academics)
- Be responsible for developing, communicating & overseeing the vision & program for the Year Group that is developmentally appropriate, celebrates transitions / milestones in accordance with their personal growth and development; and supports the relevant academic program/s

General Expectations

The Head of Year is expected to:

- Support the ethos of the school in actions and speech, and work hard to make our school a Centre of Excellence in all our endeavours.
- Work to achieve the goals of Elementary School attained as expressed in the Elementary 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 caring, good humoured relationships.
- Contribute to the creation of the Elementary School’s Annual Improvement Plan
- Contribute to an atmosphere of mutual trust and respect in the Elementary School and promote collaboration, discussion, debate and teamwork.
- Promote high professional standards and expectations and model exemplary professional practice to the best of his/her ability;
- Develop, support and implement policies in the Elementary School and encourage other staff to do so regardless of your personal feelings about the policy.
- Undertake other duties as required by the Head of the Elementary School.

Specific Responsibilities

- Prepare, communicate and execute a vision for the year, completing a review at the end of each year
- Coordinate/develop material and lead the Welfare and Academic programmes
- Oversight for general activities, Grade Meetings and events relevant to the year level
- Transitioning of existing students into; and, exiting the year in liaison with the counsellor
- Familiarise class teachers with routine procedures
- Review performance of Grade classroom teachers
- Communicate issues of concern – counsellor, parents, staff, Head of Learning Enrichment, EAL and “*Assistant Head- Academic Well-being*” (AHAW) and others as required
- Document issues of concern in iSAMS, maintain minutes of meetings
- Ensure students are updated with termly and weekly news
- Maintain documentation for meetings regarding students in iSAMS
- Oversight for student behaviour management and support; including in-school investigations; monitoring and follow-up action related to ‘cause of concern’ entries
- Attend relevant meetings as required

Specialisation - Support students with issues relating to emotional, social and/or organisation progress:

- Provide a weekly welfare report to AHAW. (Well-being)
- Monitor students on Conditional Enrolments – Behavioural, attendance, welfare and provide recommendations to the AHAW (Well-being)
- Communicate with staff relevant support strategies and updates relating to students of concern

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

- Genuine care for students and their well-being and a passion to nurture, guide and take a lead role in their personal, academic and social development
- Experience working with the IB PYP framework is preferable.
- Excellent communication skills
- Excellent organisation and documentation skills
- Ability to lead a team of Elementary Teachers
- Ability to understand and interpret student data
- Technical capabilities: (Google certification encouraged)

Qualifications

- A minimum 4 year teaching qualification from a recognised institution; higher qualifications would be an advantage;
- 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
- Occasional weekend or evening work including department meetings or professional development

Terms of Employment

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- 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