

**Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all employees, 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 – Academic	Reference: January 2024
Function/Department	Secondary	Location: AIS
Manager Title	Head of Secondary	
Position Type	Fixed Term	
Position Status	Full Time	

## Position Objective

- Oversight for improving students academic wellbeing, performance and outcomes, enabling them to achieve personal excellence throughout their time at AIS.

## Responsibilities

The Assistant Head of Secondary – Academic 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 staff and work as a team player with the 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 attained 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 caring, good humored 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 high professional standards and expectations and model exemplary professional practice to the best of your ability.
- Develop, support and implement policies in the Secondary School and encourage other staff to do so regardless of your personal feelings about the policy.
- Demonstrate a high level of awareness of educational developments and changes, particularly in the
- areas of key responsibility
- Participate in and contribute to the school’s professional growth cycle system

### Responsibilities specific to the role:

- Responsible for reports on benchmark data, value-added matriculation data analysis and all external examination data analysis.

# Job Description Form



- Oversight of benchmark tests and analysis of PAT, NAPLAN, ALIS, CAT4 or similar.
- Oversight of target setting & predicted grades
- Responsible for the systems used for tracking student performance.
- Line manage and work closely with the Curriculum Coordinators in the case management of student performance.
- Communicate issues of Academic concern – Counselor, Parents, Head of Learning Enrichment, International Coordinator, AHOSS (Wellbeing) when needed
- Oversight for the development of Academic Support programs
- Working with staff to ensure understanding of benchmark data and how best to implement strategies to improve student outcome.
- Actively seek ways to promote AIS as a leader in the use of student data
- Oversight for initiatives that support Academic programmes.
- Oversight of the maintenance and development of the MIS in relation to Secondary School Academics
- Responsible for keeping abreast of leading practices both locally and globally to ensure AIS remains a leading centre of excellence.
- Line manage the Head of Careers
- Oversight of Academic Transition from Year 10 into Year 11
- Responsible for Presentation Day Academic Awards, Year 12 Prize Giving Awards and HOY, STRIVE and Outstanding Awards
- Oversight of Assessment Data
- Oversight of all Reports and reporting processes
- Oversight of all Assessments, assessment booklets/calendars (Y6-12)
- Responsibility for Curriculum Handbooks and Curriculum Information Sessions

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

- A Secondary School teacher with middle leadership experience of academic teams;
- Excellent understanding of data;
- Experience in chairing meetings and producing reports;
- Sound understanding of Curriculum (IBDP, HSC, IGCSE, AC);
- Conflict resolution skills;
- Initiative and the ability to work independently;
- Excellent communications skills with staff, students and parents at all levels;
- Attendance at and support of school events outside of standards school hours

## Qualifications

- A minimum of 4 years of experience in a Middle Leadership position within an educational institution;
- Excellent IT skills; in particular working with spreadsheets and student information systems (eg.iSams)

Disclaimer: The information contained herein is not intended to be an all-inclusive list of duties and responsibilities of the role.



- Excellent understanding of data and using data to inform Teaching and Learning;
- The soft skills necessary to work across all levels of the school community including teachers, School Executive, students and parents.

## Contacts

- Member of SLT
- Chair Academic Standards Committee
- Member of Heads of Department
- Teachers
- Students
- Parents
- Senior leadership

## 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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- Working Hours: **8:00 am – 4:00 pm, Monday to Friday**
- Annual Leave: **during prescribed school holidays**
- Medical Benefits: **Group Medical Insurance**
- Medical & Hospitalisation Leave: **60 days hospitalisation leave including 14 days medical leave**
- Probation Period: **1 term**
- Other benefits including relocation and housing depending on terms of employment
- Reference Check: **Required**
- Background check: **Required**