



Australian International School

HEAD OF EARLY YEARS

APPLICANTS INVITED



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JOIN US

Thank you for expressing your interest in the position of Head of Early Years at the Australian International School Singapore.

The Australian International School is a distinguished institution within the region, renowned for its commitment to excellence in education. Serving approximately 2500 students from Early Years to Year 12, AIS stands as the largest International Australian School globally, playing a pivotal role in shaping the education of young minds for over 30 years. Our dedication to instilling core values of opportunity, respect, and achievement sets us apart.

The role of Head of Early Years presents a unique and exciting opportunity for an individual with an unwavering commitment to fostering a positive and nurturing learning environment. We seek a candidate who can spearhead outstanding educational programs, ensuring our youngest learners not only thrive but also realise their full potential. As a key member of the AIS Executive, the Head of Early Years will play a crucial role in contributing to the overall development of the entire school.

This booklet has been carefully prepared to furnish you with essential information regarding the application and selection process. It offers valuable insights into the ethos of AIS and sheds light on why our Early Years program enjoys an international reputation for delivering an exceptional educational experience characterised by depth and quality for preschool students ranging from two months old to school age.

We appreciate your interest in joining our community, and we look forward to considering your application as we continue to uphold our commitment to providing unparalleled education. Should you have any further inquiries or require additional information, please do not hesitate to contact us.

Kind Regards
Ms Karrie Dietz
Head of School

WHO YOU ARE

As a passionate Early Years educator, you will demonstrate a genuine commitment to Early Years education, showcasing a deep understanding of the unique needs and challenges faced by young learners. Your proven leadership in academic excellence, evidenced by a track record of successful leadership and management within high-performing academic organizations, underscores your ability to drive excellence in education.

Exceptional communication skills, both verbal and written, are integral to your profile, enabling you to effectively convey ideas, policies, and strategies to diverse stakeholders within the educational community. Your experience in multicultural team management highlights your ability to successfully lead diverse teams, fostering a collaborative and inclusive environment.

Your expertise in instructional leadership will be evident in your strong background, showcasing your ability to guide and support educators in delivering high-quality, innovative, and effective teaching methodologies. Proficiency in influencing, negotiating, and collaborating with various stakeholders, such as faculty, parents, and external partners, is a key aspect of your skill set, allowing you to achieve common educational goals.

Moreover, your commercial acumen demonstrates an understanding of the business aspects of educational institutions, positioning you to contribute strategically to the overall success and sustainability of the organization.

Key Selection Criteria

The successful candidate will demonstrate the ability to:

- Collaborate with the Head of School, Principal, Managing Director, Head of Elementary, and Head of Secondary to implement and deliver AIS' Strategic Plan.
- Lead the Early Years curriculum development and implementation, ensuring compliance with the requirements of all accrediting bodies.
- Ensure that learning environments are dynamic and engaging, fostering active learning.
- Develop and maintain positive, proactive relationships with the parent community.
- Actively contribute to a broad range of school activities and attend after-hours commitments.
- Oversee the recruitment, retention, performance, professional development, coaching, and wellbeing of Early Years staff.



ABOUT AIS EARLY LEARNING VILLAGE

The Early Years at AIS is situated in the Early Learning Village (ELV). The ELV is a purpose built, world class one of a kind Early Learning Environment. Designed and constructed with the youngest learners in mind the purposeful design reflects the school's Reggio Emilio influence and the school's mission, to enable our students to realise their potential through exceptional opportunities, within a nurturing community which equips them to flourish in life and to make a difference for good.

The Head of Early Years will not only be an outstanding practitioner and engaging leader but will be innovative and future focused. As the Head of the Early Years you will ensure that the school continues to provide a positive and nurturing learning environment with outstanding educational programs that will enable the children to thrive in a rapidly evolving world.

In exercising this responsibility, the Head of Early Years will oversee the overall management of the ELV which has capacity for over 500 students from Infant Care to preschool aged children. The Head of Early Years leads a large staff of over 60 educators encompassing teaching assistants, and classroom and specialist teachers. The Head of Early Years will play a leading role in ensuring the delivery of an excellent age-appropriate program, of analysis of the needs of students and the translation of AIS policies and procedures. The Head of Early will report directly to the Principal.

AIS is seeking applicants with outstanding experience and qualifications for the position. The role of Head of Early Years demands active and effective leadership, including financial, facilities and resources management, staff management, development and performance, and safety, risk and compliance.



ABOUT AUSTRALIAN INTERNATIONAL SCHOOL SINGAPORE

‘Thriving in a rapidly evolving world’

At AIS, we aspire to be recognised internationally as an institution that represents educational excellence. Our mission and vision commits us fully to the notion of a holistic, rounded education, which cherishes the arts and sports and academics essential to each student’s education.

We are equally committed to teaching our students to have a moral commitment to making our world a better place as reflective, caring, knowledgeable and principled people. Each child is unique. Each is important.

We never forget the inextricable links with the culture and education system of many of our students and staff or our humble origins at our first campus in Singapore 30 years ago.

We are and will always remain non-selective in our admissions policy, confident that it is not intellectual ability alone that determines an individual’s worth or contribution to the advancement of our world. At AIS, we live the principles outlined in our Mission, Vision and Values.

OUR MISSION

To enable our students to realise
their potential through exceptional opportunities,
within a nurturing community
which equips them to flourish in life
and to make a difference for good.

OUR VISION

AIS strives to be a globally recognised
centre of educational excellence whose
students consistently exceed expectations
and are committed to addressing
the needs of our world.

OUR VALUES

RESPECT

OPPORTUNITY

ACHIEVEMENT

Where Learning Happens

The Australian International School has four main buildings across its campus, dividing the sub-schools. The Foundation Building, which opened in 2003, houses the Upper Elementary and Lower Secondary Schools, while the Junior School building was opened in 2008. Located here are students in the Lower Elementary School. Adjacent to these two campuses is the Peter Bond Secondary School, which opened in 2010 for students in Years 10, 11 and 12. The Early Learning Village, opened in 2017, is home to our Infant Care, Early Years and Prep students. It has been thoughtfully designed with young learners in mind to provide an environment that truly supports each child's learning journey.

Curriculum Overview

Academic Excellence, endowing global citizenship and the ability to make choices are central to our curriculum structure. We offer the best of both worlds – a choice between two highly challenging academic programmes. True to our globally focused, distinctly Australian ethos, all students from age 2 months to 18 years enjoy a global education under pinned by the standards and content of the Australian Curriculum. This enables us to maintain strong synergies with Australia and parents to benchmark their child's performance against Australian national results.

The Australian Curriculum begins in Infant Care with, extending through to Year 8. Alongside this, the globally-renowned International Baccalaureate Primary Years Programme (IB PYP) is introduced from Early Years through to Year 5 in Elementary School, supported by selected complementary teaching methodologies and a curriculum framework specific to the needs of our students. Year 9 and 10 see all students take the Cambridge IGCSE, the world's most popular international qualification for this age group. Internally and externally set and assessed, the IGCSE provides excellent preparation for the rigorous studies necessary to prepare students for their senior years of schooling.

Year 11 and 12 students graduate from AIS with a choice between the New South Wales Higher School Certificate (HSC) or the International Baccalaureate Diploma Programme (IB DP). Success in either enables a seamless progression to leading universities around the world. We also offer Vocational Education and Training (VET) for those students who wish to pursue a pathway that may lie outside of University. Our VET courses engage and challenge students to maximise their talents and capabilities for further education, training and lifelong learning.

A select overview of what we do at AIS:

Positive Education

Effective learning depends on many factors – good teaching, a well-structured curriculum and a conducive environment being some of the most important. At AIS, we consider that it also relies strongly on the receptiveness of the learner – with the student being in a ‘good place’. This led to developing a structured Positive Education programme to promote students’ psychological well-being and deliver measurable positive outcomes, including higher academic results and greater resilience.

Early Years P.E. & SMART Steps

Our Early Years programme represents an excellent foundation for a healthy, invigorated body and mind and lifelong enjoyment of physical exercise. All children enjoy a weekly Physical Education lesson and a session of SMART Steps. SMART Steps is a highly respected, move-to-learn programme designed to advance key movement patterns important for physical and brain development. It optimises the connections between movement, language, and readiness for formal learning and includes tools that enable teachers to pinpoint children’s specific developmental stages and assess their progress.

Physical Education & Sports

Our AIS model for athlete development is based on the long term Athlete Development Programme which identifies age and ability appropriate activities for children at each stage of their development. From 3-month-old parent and baby swimming lessons to our first teams representing the School internationally, AIS students of all ages can participate in our sporting programmes. Students are encouraged to be multi-sport athletes, and we value the importance of both participative and competitive opportunities. As our students grow and develop, they are increasingly exposed to sporting opportunities through our involvement in various sporting associations locally and internationally.

Visual Arts

True to AIS philosophy, Visual Arts is an integral part of developing the whole student. Creativity, self-expression, and confidence are nurtured – traits that extend not only within the art class but also on everything our students do at school and beyond the campus. The subject of students’ work comes from within rather than being prescribed, reflecting our ethos of developing and celebrating the individual. Our teachers – artists in their own right – guide their students in media and techniques. Students enjoy comprehensive, dedicated facilities in which to learn and work.

Drama

In the Early Years and Elementary School, we encourage every child to explore Drama as part of their Units of Inquiry. In Secondary School, students take Drama in Years 7 - 8. In Years 9 - 10, Drama is an elective subject in the IGCSE curriculum. They learn how to exploit and combine voice and body to create engaging theatre and learning and experiencing the contribution of actors, directors, writers, designers and technicians. Our fully-equipped, 265-seat Coral Dixon Theatre is an invaluable asset that supports the growing Drama community.

Music

Music is a pivotal part of life at the School – as a curricular subject, an extracurricular activity, an instrumental programme, and performance art. Appreciation of music starts at an early stage. The Early Years programme combines music, movement, drama and speech into lessons that assimilate into your child's play. In the PYP, music is an essential element of inquiry-based learning and has authentic links into prevailing units of inquiry. For students wishing to continue studying for IB DP or HSC, Music is split into two streams, focusing on either playing and listening or a course for elite musicians aimed at tertiary study.

Careers

Our Careers Service is here to expertly and carefully guide every student to make the best choice of university and career, according to their objectives, qualifications and circumstances. Our advisors achieve this by having an intimate knowledge of the nature and requirements of universities around the world and an intimate knowledge of our individual students' skills, strengths, objectives and character traits.

Outdoor Education

Our Outdoor Education programme fully supports this ethos by providing students with the opportunity to engage in meaningful outdoor experiences, developing a greater awareness of themselves and others through a range of team based activities. An appreciation and understanding of the natural environment should be encouraged from a young age, which is why our Outdoor Education Programme begins from 3 years old and follows a progressive pathway which builds on these experiences each year.

Co-Curricular Activities

AIS offers an impressive Co-Curricular Activities (CCA) programme, with over 150 activities. Our CCAs start from just 18 months old, where children can participate in our extracurricular swim classes. After three years old, the programme becomes more extensive, with options such as soccer, ballet, drama, science and robotics. Moving into Secondary School, students can participate in a myriad of activities to suit almost any interest, including parkour, yoga, jewellery making, debating and creative writing.

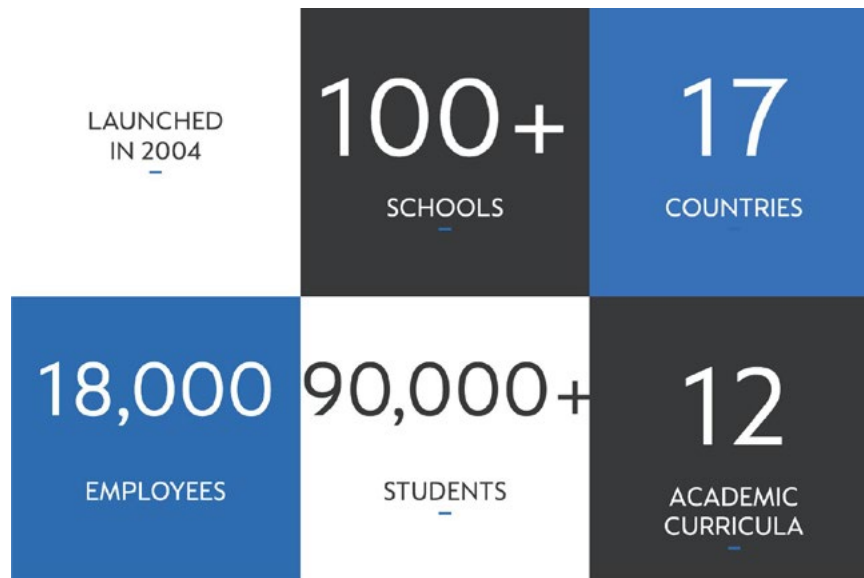
Mother Tongue Languages

To support students from the 50 nationalities who make up our diverse AIS community, we offer an extensive Mother Tongue Programme. We consider this vital in maintaining their heritage whilst in Singapore, helping them to celebrate their identity and easing the transition when they return to their own countries.

English as an Additional Language (EAL)

We offer a comprehensive and academically robust English as an Additional Language (EAL) programme to assist students in acquiring the English language they need to progress effectively in their academic and other endeavours and assimilate into school life. Such is the level of focus that students can meet or exceed the standards required to enter the university of their choice in Australia or around the world.

COGNITA



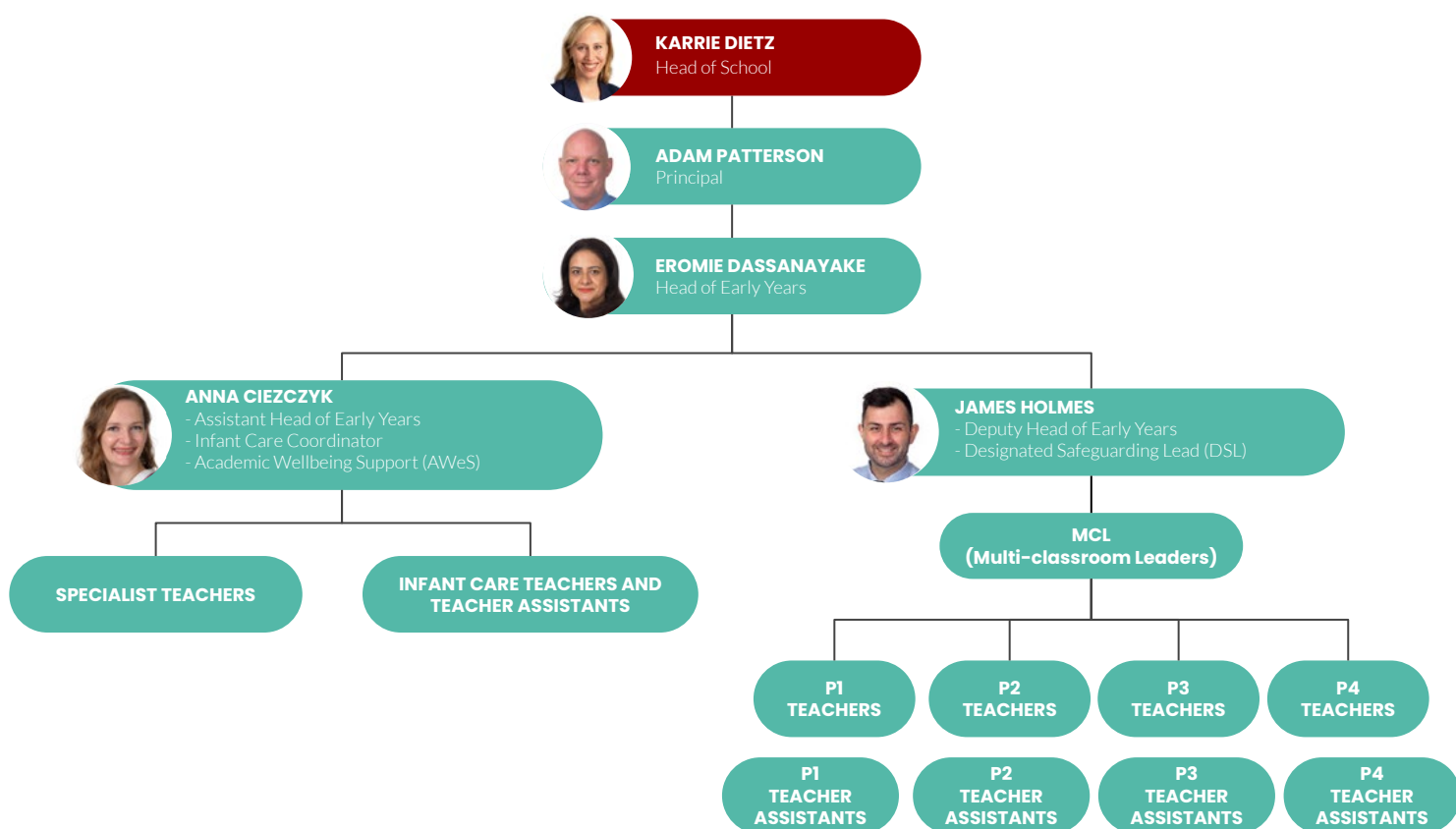
AIS is proud to be part of the global Cognita family of schools. Cognita is an extraordinary group of diverse yet connected schools joining forces in an inspiring world of education with one common purpose: building self-belief and empowering individuals to succeed.

With over 100 schools in Asia, Europe, Latin America, the Middle East and the United States, we employ 15,000 teaching and support staff who share insights, ideas and best practices to ensure that we provide an outstanding holistic education for more than 85,000 students in our care:

- We deliver academic excellence
- We develop character
- We nurture a global perspective



EARLY YEARS ORGANISATIONAL CHART



How to Apply

Expressions of Interest

The deadline for applications for the position is Friday, 26 April 2024. Candidates are asked to submit a letter of interest and the requested materials listed below as early as possible. A job description is available on AIS' Careers webpage at <https://www.ais.com.sg/work-for-us-positions-vacant/>

The review of files will begin as soon as applications are received. Shortlisted candidates will participate in interviews with various members of the AIS community and Cognita. The Head of Early Years will be selected after the interviews and reference checks. The successful candidate will assume their professional responsibilities on 01 July 2024 or earlier by arrangement.

Candidates should send the information listed below as a single PDF to StaffHR@ais.com.sg:

- A letter of application, explaining your strengths as a candidate and why you are well suited to be the Head of Early Years for the Australian International School
- A current résumé not to exceed two pages

Compensation and Benefits

The most important thing is that we find the right candidate and we will ensure that the salary and benefit package will commensurate with the role.

Safeguarding

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.



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Australian International School Pte Ltd is registered by the Committee for Private Education (CPE), part of SkillsFuture Singapore (SSG).
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