



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	Manager – Assessment & Academic Review	Reference: October 2023
Function/Department	Marketing & Admissions	Location: AIS
Manager Title	Director of Marketing & Admissions	
Position Type	Permanent	
Position Status	Full Time	

Position Objective

As the Manager - Assessment and Academic Review, you will partner with parents, students, the admissions team, and the sub-school leadership team as part of the enrolment process. You will be responsible for driving an efficient and diligent assessment and review process that considers the whole child to ensure all incoming students have every opportunity for success at AIS.

Responsibilities

You are required to:

- Conduct English language assessments using School provided testing materials and guidelines.
- Identify and document potential concerns in the initial application review stage using observation, review of data and for second review by the Director of Admissions and Marketing.
- Collaborate with the Academic Teams to ensure ongoing alignment of processes and expectations.
- Arrange any required academic meetings between parents and school stakeholders.
- Liaise with various departments such as the Head of EAL and Head Diversity and Development to determine and report to the Admissions Team the available spaces in each year level for students who need additional support (EAL or other services).
- Ensure all student application reviews are complete within a 48-hour period from application.
- Conduct a termly review of academic review processes to ensure a consistent sustainable approach is being maintained and continually improved.
- 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 learning needs.
- Provide support to families throughout the admission and enrolment process to elevate the customer experience.

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 encounter and compliance with the relevant Cognita Safeguarding Child Protection Policy and Procedures should be always adhered to. 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

- Strong attention to detail, with the ability to accurately evaluate student records and assessments and make well-informed recommendations.
- Ability to work well with children to ensure a warm and welcoming assessment experience.
- Strong interpersonal skills, with the ability to build rapport with families and work across a range of school stakeholders.
- 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.

Qualifications

- A recognised teaching qualification including a bachelor's degree in education and/or teaching diploma.
- An appropriate post graduate qualification in Special Education is preferred.
- Teaching experience in a recognised educational institution with experience of working with students with additional needs Preferred.
- Applicants with experience in the education field will be considered if able to perform the position requirements and responsibilities.

Contacts

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

Working Conditions

- On Campus

Terms of Employment

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- 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**