

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, Diversity & Development	Reference: October 2023
Function/Department	Whole School	Location: AIS
Manager Title	Principal	
Position Type	Permanent	
Position Status	Full Time	

Position Objective

The role of Assistant Head, Diversity & Development is a vital position within the school's leadership team. This role focuses on promoting equity in education, overseeing the Heads of Learning Enrichment and EAL (English as an Additional Language) departments, and chairing the Academic Strategy Team ensuring staff professional development and performance reviews. The primary objective is to ensure that the school community, in alignment with its mission, welcomes all students and offers comprehensive learning experiences. These experiences are designed to support students and reflect the school's core values of Respect, Achievement, and Opportunity. This role plays a crucial part in fostering an inclusive and diverse educational environment at the Australian International School.

Responsibilities

Leadership and Strategy:

- Collaborate with school leadership to develop and implement diversity and inclusion strategies.
- Develop sustainable educational structures and systems which maximise staff allocation and student access.
- Lead and oversee initiatives that promote a diverse and inclusive school culture.
- Work closely with Admissions, Heads of School and Heads of Learning Enrichment, and EAL in regards to student enrolments and programme structures

Program Development:

- Develop, implement, and evaluate programs that support diversity, equity, and inclusion across all aspects of the school community.
- Support the curriculum leadership teams to ensure all adequate differentiation exists to support all learners in accessing the curriculum.

Staff Training and Development:

- Provide training and professional development opportunities for staff on diversity and inclusion topics.
- Mentor and coach educators to create inclusive classrooms.

Student Support:

- Develop and lead support programs for students from diverse backgrounds, including those with learning differences and multilingual learners.
- Ensure that curriculum and assessments are inclusive and accessible to all students.

Data Analysis:

- Analyse school-wide data related to diversity and inclusion to inform decision-making and track progress.
- Monitor and report on the academic progress and well-being of diverse student populations.



Community Engagement:

- Foster partnerships with parents, families, and external organizations to promote diversity and inclusion and support the AIS community.

Policy Development:

- Review and update school policies to align with best practices in diversity and inclusion.

Conflict Resolution and Mediation:

- Provide guidance and support for conflict resolution and mediation related to diversity and inclusion issues.
- Promote a culture of respectful dialogue and understanding.

Communication:

- Communicate regularly with stakeholders about diversity and inclusion initiatives, progress, and opportunities.
- Develop and maintain resources to promote awareness and understanding.

Research and Best Practices:

- Stay informed about the latest research and best practices in diversity and inclusion.
- Continuously seek opportunities for improvement and innovation in this area.

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

Leadership Experience:

- Previous leadership experience in leading staff and students in Learning Enrichment (LE) and/or English as an Additional Language (EAL) programs is beneficial.

Curriculum Experience:

- Candidates should have experience working with a variety of school curricula.

Organisational Skills:

- Strong time management and organisational expertise are required for effective performance.

Administrative Competence:

- Candidates must demonstrate proficiency in record-keeping and administrative practices.

Communication Skills:

- Exceptional communication skills are essential, including the ability to communicate effectively with parents and all levels of the organisation.

Team Building:

- Proficiency in building and maintaining effective teams, along with the ability to resolve conflicts constructively, is highly valued

Qualifications

- Candidates must hold a minimum four-year recognised teaching qualification, which includes either a Bachelor's Degree and Teaching Diploma or a Bachelor of Education.
- Higher qualifications such as Post Graduate degrees in Inclusive Education, Learning Support, and/or Multilingual/Linguistics would be considered an advantage.

Contacts

- Principal, Heads of Sub School, Heads of EAL and Learning Enrichment, Teachers, Parents, and Students.
- Member of Sub-school leadership teams (Secondary, Elementary, and Early Years).
- Whole school line management of Heads of EAL, Heads of Learning Enrichment.
- Member of the Academic Executive.
- Chair of Admissions Committee.
- Chair of Academic Strategy Team.

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 – 5:00 pm, Monday to Friday**
- Annual Leave: **During prescribed school holidays**
- Medical Benefits: **Group Medical Insurance**
- Sick Leave/Hospitalisation Leave: **60 days hospitalisation leave including 14 days sick leave**
- Probation Period: **One full term**
- Reference Check: **Required**
- Background check: **Required**