

**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	Junior Learning Coordinator	Reference: January 2024
Function/Department	Secondary School	Location: AIS
Manager Title	Assistant Head of Secondary (Academics)	
Position Type	Fixed Term	
Position Status	Full Time	

## Position Objective

The Junior Learning Coordinator will be responsible for ensuring the effective administration of the Australian Curriculum (AC), the Australian International School Bespoke curriculum (SPP and ESSPP) and the International General Certificate of Secondary Education (IGCSE) and will work closely with school leadership in supporting students and teachers to maximise students' experiences, attainment, and academic wellbeing. Quality assurance of teaching and learning in the junior years, providing pedagogical leadership, and promoting the ethos of each respective curriculum will be critical elements of the role.

## Responsibilities

- Provide pedagogical leadership for all aspects of the curriculums and ensure the quality of teaching and learning within the curriculum.
- Enhance curriculum design and provide opportunities for research-based innovation.
- Ensure teaching and learning in the Secondary school promotes the values and learning expectations of the relevant curricula.
- Ensure the planning and teaching of Approaches to Learning and the General Capabilities is integrated throughout Years 6-10.
- Promote professional development within the curricula where appropriate.
- Deliver and help develop AC/SPP/ESSPP/IGCSE information workshops for secondary staff.
- Facilitate, promote, and lead collaborative planning.
- Ensure teachers are kept up to date with the latest news, curriculum guides, and other guiding documentation from the AC/IGCSE.
- Carry out lesson observations within the relevant Curriculum for the purposes of improving teaching and learning.
- Ensure a focus on student learning and best practice in teaching, and on achieving the aims as outlined in the School Mission and Vision.
- Encourage high teaching standards and act as a role model to colleagues, in and out of the classroom.
- Support and advise teaching staff regarding the administration of the AC/IGCSE and ensure all moderation and final mark requirements are met by the stipulated deadlines.
- Conduct interviews with students and parents regarding subject selections, achievement data, etc. as and when required.
- Promote the curriculum at Curriculum Information events.
- Support the Assistant Head of Secondary School (Academics) in the tracking, supporting and monitoring of junior students' performance using benchmark and assessment data.
- Work closely with the External Learning Coordinator (ELC) to help administer students on external subjects

- Maintain accurate student records through ISAMS and Cambridge International Direct.
- Support the production of the Curriculum handbooks annually.
- Support the admission process for students entering the Grades 6-10.
- Prepare documentation for accreditation and audits relevant to the curriculum.
- Produce an analysis report of results and present this to the Head of Secondary within 5 days of the results arriving.
- Review all policies related to the curriculum.

## **AC and AIS Curriculum (SPP and ESSPP) Specific**

- Review all current subject and course offerings to ensure they remain relevant and fit for purpose.
- Oversee and co-lead the review of current reporting processes in Year 6-10.
- Oversee and lead a review of assessment practices in Year 6-10.
- Work with Heads of Departments to thoughtfully prepare Year 6-10 assessment calendars.

## **IGCSE Specific**

- Lead and monitor curriculum reviews including scope and sequence documents, moderated assessments and module plans.
- Oversee and monitor the upload of coursework marks and predicted grades by teachers through Cambridge International Direct.
- Work closely with the Head of Learning Enrichment to register students for Special Provisions
- Manage the administration of the curriculum including subject choices, exam entries, communication with external bodies, results communication (via the Head of Secondary), curriculum accreditation, and the handling of appeals and disability provisions
- Work closely with the Examinations Team to ensure that all IGCSE exam regulations are adhered to in final examinations.
- Work closely with the Examinations Officer, Examinations team, Heads of Department and Heads of Year in preparing students for exams.
- Communicate key information about IGCSE exams to staff, students, and parents
- Work with Heads of Departments to thoughtfully prepare Year 9 and 10 assessment calendars and administer internal assessments and examinations.

**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.**

## General Expectations

### The Junior Learning Coordinator 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 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 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 Secondary 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 Secondary School.

## Position Requirements

- Excellent knowledge of the AC and IGCSE curriculum
- At least 4 years of AC/IGCSE teaching experience
- Excellent practitioner
- Proven ability to lead staff toward instructional improvement and some experience in conducting training sessions
- High professional standards and expectations, modelling exemplary professional practice
- Ability to prioritise, meet deadlines, and work effectively under pressure.
- Meticulous, with high levels of attention to detail
- Committed to contributing to an atmosphere of mutual trust and respect in the school through the promotion of collaboration, discussion, teamwork and debate
- Willing to contribute to the development of the school as a learning community through fostering inquiry, reflection, innovation and professional learning

## Contacts

- Reports directly to the Assistant Head of Secondary (Academics)
- Works closely with the Assistant Head of Secondary (Teaching & Learning)
- Works closely with Heads of Department, Heads of Year and senior teaching staff to support student outcomes
- Works closely with the Head of Careers and Head of Learning Enrichment to support students
- Works closely with the Examinations Officer
- Liaise with parents and the wider community on curriculum information, guidance, and issues

## Committees

- Members of Heads of Department Team
- Members of the Academic Standards Committee

## Working Conditions

- Working hours 8am to 4pm or as required.

## 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**