



**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.**

Position Title	Associate Teacher (AST)	Reference: November 2023
Function/Department	Secondary School	Location: AIS
Manager Title	Head of Secondary	
Position Type	Fixed Term	
Position Status	Full Time	

## Position Objective

The four key objectives of an Associate Teacher at AIS in this role are as follows:

- Provide high quality learning experiences for subject-specific classes within the department to which the AST is attached (up to two days/12 periods)
- Become an integral member of the department to which the AST is attached
- Provide high quality learning experiences to classes where a teacher is absent (relief teaching 2 days per week)
- Attend all development opportunities, including co-teaching assignments, as agreed by the Deputy Head of Secondary or their designated authority, thereby developing the AST readiness to assume a full time role.

## Responsibilities

- Consistently uphold and promote the school's vision, mission and values and promote caring, positive relationships
- Contribute to the implementation of the relevant initiatives from the school's Strategic Plan
- Contribute to an atmosphere of mutual trust and respect in the School, and promote collaboration, discussion, debate and teamwork
- Promote high professional standards and expectations, and model exemplary professional practice to the best of their ability
- Demonstrate and model the IB Learner Profile in carrying out their duties
- Support and implement the policies of AIS
- Leadership in the Co-Curricular Activities programme, in adherence to the relevant programme guidelines

## High Quality Teaching Practice

- Develop use of inquiry as a pedagogical stance, in line with the AIS Teaching and Learning Policy
- Develop the ability to create a positive, supportive and engaging classroom climate meeting the academic, social and emotional needs of all students
- Demonstrate high quality teaching skills, providing relevant, challenging, engaging and differentiated learning experiences for all students.
- Demonstrate ability to integrate the use of learning technologies in learning and teaching programs
- Ability to cater for the learning needs of students with identified difficulties, gifts and talents or who have English as an additional language
- Ability to assess and monitor student achievement in a variety of ways, using data to inform differentiation and the teaching and learning process.
- Ability to use data to communicate with parents in a variety of ways that keep them regularly and fully informed of their children's progress
- Demonstrate capacity to reflect critically upon own professional practice and ability to develop strategies to improve the quality of teaching and student learning that are grounded in current research and in line with the AIS Professional Learning and Review System.



## **Contribution to Learning Area and Curriculum Development**

- Comprehensive level of knowledge and understanding of the relevant curriculum areas and the ability to apply this knowledge in the classroom using current pedagogy and practice
- Ability to successfully implement and evaluate curriculum innovations in accordance with School strategic initiatives in the context of a collaborative team

## **Relationships with Students, Staff and Parents**

- Ability to develop productive relationships with students which foster and develop positive behaviours for learning
- Demonstrated high level of communication and interpersonal skills when relating to students, parents and colleagues
- Demonstrated capacity to work as a co-learner and collaborator with students, colleagues, parents and the wider community
- Ensure that the welfare approach towards all students is balanced and aligns with the school's policies and procedures

## **Contribution to the Whole School**

- Ability to contribute to the development and implementation of programs and policies which promote excellence in student learning, social and emotional development in an international environment
- Capacity to respond to emerging educational needs and priorities in an international environment
- Leadership of school Co-Curricular Activity or Representative Sport as per the school's published guidelines

## **Staffing**

- Develop an effective working relationship with all members of the SS team including teacher assistants to ensure students are supported in accessing all aspects of school life.

## **Key Relationships**

- Line managed by HOD
- Liaises with HoD, HoY, Year group staffing including EAL and LE staff, and Assistant Heads as required
- Direct reports: None
- Actively contribute to year group collaborative planning meetings
- Liaises with parents, guardians and external parties, as required

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with who, s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all time. 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, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third-party services.

## **Position Requirements**

- Provide 0.4 to teach and observe in the department to which the AST is attached
- Provide 0.4 nominated of relief teaching as assigned by the school's relief teacher coordinator
- Attend Year group collaborative planning meetings, attend development training and meetings, participate in co-teaching lessons across the whole school, and/or provide relief teaching cover as designated by the HoS/DHoS (0.2)
- Participation on residential camps as directed by the School
- Carry out additional duties as directed by the HoS or DHoS

### Qualifications

- A minimum four year recognised teaching qualification including a Bachelor's Degree and Teaching Diploma or a Bachelor of Education

### Working Conditions

- 8.00am to 4.00pm or as required

### Terms of Employment

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- Full time role
- Paid Annual Leave during prescribed school holidays
- Paid sick and hospitalisation leave