



Job Description			
Position Title	Head of Art - Elementary	Date: September 2023	
Function/Department	Elementary School	Location: AIS	
Manager Title	Head of Elementary School		
Position Type	Fixed Term	Position Status	Full Time

Position Objective

The objective of the Head of Art - Elementary is to create and maintain excellence in the teaching of the Elementary Art Department in the school, both in determining the content and assessment of the teaching program for each level, and in the delivery of those programs.

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

- High Quality Teaching Practice
- Contribution to Learning Area and Curriculum Development
- Building Relationships with Students, Staff and Parents
- Contribution to the Whole School

Responsibilities

High Quality Teaching Practice

- Demonstrated high quality teaching skills which support improvements in student learning within Elementary Art.
- Demonstrated ability to incorporate the use of learning technologies in learning and teaching programs
- Ability to plan learning programs which cater fully for the varying needs and ability levels of students in all areas of their development
- Ability to cater for the learning needs of students with identified learning difficulties, gifts and talents or who have English as an additional language
- Ability to assess and monitor student achievement and to inform parents in a variety of ways that keep them regularly and fully informed of their children's progress
- Ability to create a positive, supportive and engaging classroom climate that meets not only the academic but also the social and emotional needs of all students
- Ability to facilitate student learning through inquiry

Contribution to Learning Area and Curriculum Development

- Demonstrated comprehensive level of knowledge and understanding of the relevant PYP curriculum areas and student learning styles
- Ability to successfully implement and evaluate curriculum initiatives in accordance with School and international Baccalaureate guidelines in a collaborative team
- Demonstrated capacity to reflect critically upon professional practice and ability to develop strategies to improve the quality of teaching and student learning



Relationships with Students, Staff and Parents

- Ability to develop constructive relationships with students which engender positive attitudes to learning
- Demonstrated high level communication and interpersonal skills when relating to students, parents and other teachers
- Demonstrated exemplary values and attitudes appropriate to responsible professional practice and the intellectual, physical and social development of students
- Demonstrated capacity to work as a co-learner and collaborator with students

Contribution to the Whole School

- Ability to contribute to the development and implementation of programs and policies which promote excellence in student learning in an international environment
- Capacity to respond to emerging educational needs and priorities in an international environment

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 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

- Experience in teaching Art. (Leadership experience would be an advantage)
- Demonstrate ability to foster quality Art Education both within the classroom and within the wider school community
- Ability to work in a team within a busy and vibrant Art Department and to be flexible within these demands
- Ability and willingness to plan and co-ordinate Art Exhibitions
- Excellent communication skills, multi-tasking and time management
- Ability to work as a part of a team and an interest to participating in the wider school community

Qualifications

- A minimum four year recognized teaching qualification including a Bachelor's Degree and Teaching Diploma or a Bachelor of Education
- A minimum of 5 Years FT teaching experience in a recognized education institution.

Contacts

- Students, Heads of Year, Heads of Department, Assistant Heads of Elementary, Parents, outside organisations

Working Conditions

- Working hours 8am to 4pm or as required
- Occasional weekend or evening work



Terms of Employment

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. Appointment is subject to an enhanced Disclosure and Barring Service (DBS) check for regulated activity (if the candidate has lived in the UK) and/or criminal/police or equivalent background checks for all other countries inhabited (irrespective of whether you worked in those countries).

- Mondays to Fridays, 8.00am to 4.00pm or as required
- Indoor and outdoor school environment
- Supervision of students' play and learning
- Some lifting may be required
- Flexible approach to interaction with students
- Full time role
- Paid Annual Leave during prescribed school holidays
- Paid sick and hospitalisation leave
- Other benefits including relocation and housing depending on terms of employment