Australian International School

Job Description

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	Relief Teacher (3 to 5 years)	Reference: January 2026
Function/Department	Early Years	Location: AIS
Manager Title	Daily Operations Coordinator	
Position Type	Relief	
Position Status	Relief	

Position Objective

We believe every child has active rights and is capable of contributing to the community. The child is at the heart of the learning process. Teachers facilitate this learning through love, care and respect, creating an interactive and inspiring learning environment. A place where children are encouraged to take risks, to explore and to be in control of their own learning. We recognise children as unique individuals, celebrating their voice and interests, while making learning visible and meaningful through authentic documentation and collaboration with our community

Specific Responsibilities

Professional Knowledge

Demonstrate, through discussion and practice, an understanding of:

- The subject matter to be covered in all key learning areas (knowledge of Early Years Learning Framework and IB-Primary Years Program)
- The use of a range of appropriate and innovative teaching practices to increase student learning outcomes
- The components of curriculum design
- The way in which the learning environment contributes to student outcomes
- The importance of thorough yet flexible planning and the clear documentation of such planning
- The importance of knowing each child in order to differentiate learning to meet the specific needs of each student

Professional Practice

Assessment and Reporting

Demonstrate an understanding that the primary purpose of assessment is to support the achievement of all students by sharing knowledge about assessment with students, using a range and balance of informal and formal diagnostic, formative and summative assessment strategies and using assessment data

Planning and Implementation

Understand the principles of teaching for understanding, explicitly focusing on this by:

- Demonstrating how students best learn
- Supporting diversity
- Utilising classroom management strategies

Professional Engagement

- Participating in and contributing to the School's Professional Learning Community
- Understand the importance of continuing to learn about learning, with the aim of improving student achievement through improving professional practice

Disclaimer: The information contained herein is not intended to be an all-inclusive list of duties and responsibilities of the role.

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- Creating productive family partnerships

It is the job holder's responsibility to promote and safeguard the welfare of children and young person's 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

- Experience in working with children of 3-5 years of age.
- Team work, communication skills, empathy and respect.
- A willingness to participate in the wider school community is essential.

Qualifications & Skills

- An approved teaching qualification, ideally in the Early Years field
- Minimum 3 years teaching experience, ideally in a PYP school

Contacts

- Students, Teachers, Parents, Early Years Leadership

Working Conditions

- 8.00am to 4.00pm, 5 days per week
- Team meetings and professional development as required

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).

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