

**THE AMERICAN INTERNATIONAL SCHOOL OF GUANGZHOU (AISG)
Guangzhou, China
Child Protection Officer (CPO)**

AISG is a caring community that looks for passionate educators who bring their forward-thinking pedagogy along with an empathetic approach to enrich each child's learning.

DIVERSITY, EQUITY AND INCLUSION

AISG embraces diversity and is committed to creating an inclusive and equitable workplace, welcoming applications from all qualified persons. We strive to attract, develop and retain highly talented diverse staff who share this commitment and who can contribute their unique perspective and experiences to enhance our programs.

---JOB OVERVIEW---

The position carries responsibility for the coordination, management, implementation, and overall leadership of the Child Protection Program at the individual school level (elementary or secondary). The CPO is a member of the school-wide Child Protection Committee and will work with the school's other Child Protection Officers to promote the well-being and safety of all students at AISG. Child Protection Officers report to the Child Protection Coordinator. Child Protection Officers are appointed for elementary and secondary schools. A Child Protection Committee, which includes the Child Protection Coordinator, Child Protection Officers and counselors from elementary and secondary is established at the beginning of the school year. This committee will meet a minimum of twice in each semester.

The CPO will demonstrate the following:

- Clear-sighted and effective leadership skills in promoting and modeling child safeguarding practices in the learning community,
- Sensitivity and discretion in ensuring confidentiality,
- Excellent organizational and communication skills,
- Clear knowledge and understanding of Child Protection issues,
- Appropriate skills in developing and maintaining effective teams,
- A caring, understanding, empathetic and professional manner.

Responsibilities as Child protection Officer

- Ensures a comprehensive Child Protection Program is in place in the school and is adhered to by all members of faculty and staff.

- Works to develop, monitor and deliver a Child Protection curriculum that meets the needs of the school and ensures the curriculum is taught and assessed annually.
- Ensures all members of the school's Leadership Team and Child Protection Officers undergo advanced-level training in child protection that must be refreshed every two years.
- Ensures all staff know how to report concerns, and acts as a first-line responder to whom concerns regarding harm to a student are reported.
- Serves as coordinator of a Child Protection Response Team, if appropriate.
- Monitors and reviews the Child Protection Policy and related procedures to ensure they remain current and fit for purpose.
- Regularly reports to the Child Protection Coordinator and Child Protection Committee.
- Keeps abreast of developments in the field of child protection by liaising with the other CPOs and attending relevant training or events.
- Organizes appropriate training for all adults working/volunteering with children in the school.
- Manages any liaison with the authorities as necessary.
- Refers cases to outside agencies, where appropriate after consultation with the Child Protection Coordinator and the person who raised the concern.
- Maintains all confidential CP records for reported cases and action taken. Comprehensive documentation and actions are clearly articulated on CPOMS.
- Responds appropriately to disclosures or concerns which relate to the well-being of a child.
- Coordinates a support team following allegations or disclosures of abuse.
- Manages the referral and support process in a timely manner.
- Works closely with school Counsellors.
- Refers individual cases of suspected abuse to the principal on all issues relating to child protection.
- Informs the Child Protection Coordinator of as suspected Child Protection cases.

---MORE ABOUT AISG---

WHY AISG

- Our vibrant, positive community spirit - what we see as the heart of AISG - is one of our greatest assets.

- We are the longest established and only not-for-profit international school in Guangzhou, enabling us to reinvest directly back into the school in support of our educational mission.
- We were founded in 1981 as the first international school in southern China and have established a rich history of educational excellence.
- We only recruit forward-thinking and dynamic instructional leaders who wish to contribute to an environment that values creative learning and quality teaching.
- We recruit faculty who are not simply looking for a 'job' but who are seeking to join a connected community.

CURRICULUM

- AISG's full curriculum is available on Atlas and can be accessed on our website, www.aisgz.org/learning.
- Elementary School uses Common Core, NGSS, and AERO standards for core subject areas. Art uses NCCAS standards.
- Elementary School offers the International Baccalaureate (IB) Primary Years Programme (PYP).
- Inquiry is the main method of instruction and learning at AISG.

FACILITIES

(Ersha: Early Years, Lower Elementary):

The Ersha Island campus is located in the heart of bustling Guangzhou City and is home to Early Years (Pre-K and K) and Lower Elementary students (Grades 1-3). All classrooms are well-equipped with cutting-edge TVs with touch screens, flexible furniture, class libraries, 1:1 iPads (starting in Grade 1), and are well-lit with natural sunlight. Additional facilities include an air-conditioned multi-purpose room, a nurse's office, a maker-space area, and a central library. For sports, play time and activities, there is a dedicated playground for Early Years and for Lower Elementary students, there are additional playground structures and an outdoor basketball court. For all students, there is an air-conditioned gymnasium that houses a full-size basketball court.

(Science Park: Upper Elementary and Secondary):

The Science Park campus is located in the heart of Guangzhou's technology center, Science City, in Huangpu District, where Upper Elementary students (Grades 4 and 5) and Secondary students (Grades 6-12) attend. The Science Park campus finished its complete renovation in August 2023 and has state-of-the-art, well-equipped facilities with an open-concept design. The campus also features a Performing Arts Center with a theater, black box, music classrooms, and practice rooms; an Athletic Center with a natural grass field, an indoor 25-meter swimming pool, two gymnasiums with three full-sized courts, a fitness room, a dance studio, two external climbing walls, an indoor running track, and two rooftop spaces; and additional amenities that include

innovation labs and design centers, a cafeteria and cafe area, a nurse's office, a creative multimedia space, and a central library.

TECHNOLOGY

All classrooms are equipped with the appropriate technology for interactive instruction. Starting in Grade 1, students are in a 1:1 device program, iPads for Grades 1-5 and laptops for Grades 6-12. Teachers incorporate the ISTE Standards into their curriculum with the support of the innovation technology coaches. Technology is integrated where appropriate, and the development of research and information literacy skills is expected. Each teacher is assigned a MacBook laptop.

Key Software:

- Veracross (Student Information Management System and grade book)
- Microsoft Office 365
 - Outlook (school email),
 - Teams, OneNote and OneDrive (collaboration and learning engagement)
- Atlas (curriculum articulation)
- Seesaw

CHILD PROTECTION STATEMENT

AISG is committed to the prevention of child abuse and to the protection of children in accordance with the United Nations Convention on the Rights of the Child, of which the People's Republic of China is a signatory. AISG is committed to child safe recruitment practices. The school shall take all necessary steps to ensure that the selection and interview of potential new candidate hires are appropriately screened, and reference checks are conducted. All candidates will be subject to criminal background and employment checks. AISG will make direct contact with candidates' current supervisor as part of our hiring practices.

As mandated in the AISG Code of Conduct, all employees must report suspected incidences of child abuse or neglect whenever the employee has reasonable cause to believe that a child has suffered or is at risk of suffering abuse or neglect.