

AISA Diversity, Equity, Inclusion, and Justice (DEIJ) Design Team



Terms of Reference

Purpose Statement:

The AISA DEIJ Design Team serves as an advisory body to the AISA leadership team in the planning, delivery and evaluation of AISA's new Diversity, Equity, Inclusion, and Justice (DEIJ) programme.

The wider goal of AISA's DEIJ work is to contribute in authentic and meaningful ways to the pressing need to address the lack of diversity, equity, inclusion, and justice within the international school sector globally. Within the Africa region, the goal of AISA's DEIJ programme is to enhance the effectiveness of AISA schools in promoting a diverse, equitable, inclusive, and just community for all educators, school leaders, co-professionals and students in a manner that is contextually relevant and that results in sustainable change.

Composition of the DEIJ Design Team:

The DEIJ Design Team will consist of 5-8 members, invited by the Executive Director and with the agreement with their respective Head of School. This is an unpaid position. The membership of the DEIJ Design Team will include a diverse representation of individuals from AISA member schools in our region who can bring to the team their unique experience, skills, and perspectives pertinent to BIPOC Educators, LGBTQ+ Educators, Women Educators, among others. Members of the DEIJ Design Team will represent the diversity of our schools in terms of their location in Africa, their size, their curriculum, and their governance model. From time to time, an opportunity to enhance the goals of the DEIJ Design Team could be to engage the services of outside consultants who will serve in a voluntary and/or ex-officio capacity.

DEIJ Design Team Membership Profile:

To serve on the DEIJ Design Team, an individual must:

- Be able to demonstrate a commitment to the values of diversity, equity, inclusion, and justice in all their forms.
- Be action oriented in designing and implementing programmes of change that address the current lack of diversity, equity, inclusion, and justice in international schools in Africa.
- Be open minded and learning focused, intentional about their personal and professional development around the key issues present in international schools regarding diversity, equity, inclusion, and justice.
- Be regionally focused and community minded, with a critical understanding of the unique context of DEIJ issues in Africa and committed to supporting member schools develop their capacity in the area of diversity, equity, inclusion and justice.
- Work at an AISA full member school, be endorsed by their Head of School and have the time available to commit to the work of the DEIJ Design Team.

DEIJ Design Team Membership Commitments:

Members of the DEIJ Design Team are expected to:

- Be fully engaged in and informed about the work of the DEIJ Design Team for TWO full academic years.
- Participate in regular team meetings. These are normally held monthly during the school

year, but additional meetings might be arranged from time to time.

- Complete team and individual tasks in a timely manner and offer leadership in negotiated areas of responsibility. While the time commitment may vary, normally this AISA work may require a few hours per week.
- **Secure funding for their travel to and from the DEIJ Design Team annual meeting that is connected to the AISA Conference.*
- Maintain confidentiality of commercially or programmatically sensitive information.
- Work in a spirit of collegiality, active collaboration, mutual respect, and critical friendship.

DEIJ Design Team Responsibilities:

Under the guidance of the AISA Child Protection and Wellbeing Programme Manager and the Deputy Executive Director, members of the DEIJ Design Team will support the design and implementation of AISA’s DEIJ programme. The programme falls within AISA’s broader **Wellbeing for All programme** and as such is guided by the **AISA CARES** framework:

Collaboration	<ul style="list-style-type: none"> • Actively participate and lead initiatives developed by the DEIJ Design Team • Lead, facilitate and/or participate actively in an AISA Affinity Group • Identify potential partners (consultants or organizations) who can support AISA’s DEIJ initiatives.
Advocacy	<ul style="list-style-type: none"> • Promote AISA resources, services, and learning events to your school community. • Develop, lead, and facilitate AISA DEIJ webinars that raise awareness and promote the values of DEIJ. • Contribute news articles to AISA’s e-newsletters and ConneXions.
Research & Resources	<ul style="list-style-type: none"> • Provide expert input into the development of AISA resources such as School Self Audit tools or Policy Guidance notes. • Support the AISA Wellbeing/DEIJ Member school audit and other AISA research initiatives.
Equip	<ul style="list-style-type: none"> • Provide input into the identification of learning priorities for member schools in the area of DEIJ. • Identify potential facilitators to lead AISA DEIJ professional learning events. • Support, where possible, AISA DEIJ learning events, eg. Deep Dives and the AISA Conference. • Propose strategic initiatives and make recommendations regarding DEIJ.
Sustainability	<ul style="list-style-type: none"> • The DEIJ Design Team will explore and advise AISA on ways to ensure that our Wellbeing for All/DEIJ programme and activities are sustainable and scalable. • Support the development of strategic outcomes for AISA’s DEIJ work to be implemented in the short and medium term.

AISA Support for the DEIJ Design Team:

The DEIJ Design Team can expect that:

- Their work will be respected and valued by the AISA Board and the AISA leadership team.
- **AISA will fund one night’s hotel accommodation and pay per diem allowances for the annual meeting connected to the AISA Conference.*
- AISA will offer free registration to DEIJ Design Team members to attend the AISA Conference and online learning events.
- All member schools will be asked by the Executive Director and the AISA Board to support the learning and subsequent outcomes of the DEIJ Design Team by cooperating in surveys, assessments, etc.
- The AISA Child Protection and Wellbeing Programme Manger will be the point of contact for

the DEIJ Design Team in its work.

DEIJ Design Team Work Process:

- The DEIJ Design Team will manage its outputs following the applicable objectives stated in AISA's strategic plan. It is important that once this plan is devised and agreed, the time frames for each of the outputs are achieved without delay. The team will use a distributed leadership model where group members take responsibility, lead and co-lead various aspects of the group's work.
- The DEIJ Design Team will report 2 times a year (including any recommendations) to the Executive Director and the AISA Board through the process of consensus managed by the Child Protection and Wellbeing Programme Manager.
- "Consensus" is understood to be a cooperative agreement that all stakeholders will support. This may also be a "temporary fixed position".

** Items indicated will only come into play once COVID-19 travel restrictions have abated. In the meantime, much of the Design Team's work will be conducted online.*

CW 4Aug2021

PB 6Aug2021