

AISA Wellbeing for All Design Team (W4A DT)



Terms of Reference

Purpose Statement:

The AISA Wellbeing for All Design Team, or W4A DT, serves as an advisory body to the AISA Executive Director, the Deputy Executive Director (Professional Learning & Strategic Partnerships), and the AISA Wellbeing for All Programme Coordinator in the planning, delivery and evaluation of AISA's Wellbeing for All Programme which includes the programme areas of; Child Protection, Wellbeing/ Social & Emotional Learning (SEL), student support & DEIJ.

The goal of AISA's Wellbeing for All programme is to promote and develop evidence-informed child protection, wellbeing/SEL, student support and DEIJ practices in member schools so that students, staff and families feel they belong in a safe, supported community that enables them to flourish. CARES is AISA's framework for how we work to support member schools to strengthen their Wellbeing for All programming.

Composition of the W4A DT:

The W4A DT will consist of 5-8 members, appointed by the Executive Director and in agreement with their respective head of school. The membership of the W4A DT will include a diverse representation of leading child protection, wellbeing/SEL, student support and DEIJ leaders in our region who can bring to the team their unique experience, skills, and perspectives. Members of the W4A DT will represent all parts of the continent, large and small schools, and different curricular models. From time to time, an opportunity to enhance the W4A DT could be to engage the services of outside consultants who will serve in a voluntary and/or ex-officio capacity.

W4A DT Membership Profile:

To serve on the W4A DT, an individual must:

- Be leaders of child protection, wellbeing/SEL, student support or DEIJ at their school or be able to demonstrate a commitment to and passion for Wellbeing for All.
- Be excellence-focused, passionate about improving the safety and wellbeing of students and staff at their school.
- Be regionally focused and community minded, committed to supporting member schools develop their capacity in the area of Wellbeing for All.
- Be evidence-informed, demonstrating a commitment to their own professional development.
- Work at an AISA full member school, be endorsed by their head of school and supported financially to annually travel to and attend the AISA Conference and the W4A DT Strategic Planning Meeting that will take place either immediately before or after the conference.

W4A DT Membership Commitments:

Members of the W4A DT are expected to:

- Be fully engaged in and informed about the work of the W4A DT for TWO full academic years.
- Participate in regular team meetings, complete team and individual tasks in a timely manner and offer leadership in negotiated areas of responsibility.
- Secure funding for their travel to and from the W4A DT annual meeting that is connected to

the AISA Conference.

- Maintain confidentiality of commercially sensitive information.
- Work in a spirit of collegiality, active collaboration, mutual respect and critical friendship.

WADT Responsibilities:

Under the guidance of the AISA Child Protection and Wellbeing Programme Manager and the Deputy Executive Director, members of the WADT will support the design and implementation of the Wellbeing for All programme guided by the CARES framework:

Collaboration	<ul style="list-style-type: none"> • Actively participate and lead initiatives developed by the W4A DT • Participate in AISA’s Online child protection, counsellors and DEIJ Community of Practice. • Participate in AISA DEIJ Affinity Groups
Advocacy	<ul style="list-style-type: none"> • Promote AISA resources, services and learning events to your school community.
Research & Resources	<ul style="list-style-type: none"> • Provide expert input into the development of AISA child protection, wellbeing and DEIJ resources (eg. Guidance Notes, Audit Tools, Handbooks, policy templates, DEIJ Guide, etc.). • Support 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 child protection, wellbeing and DEIJ. • Support, where possible, AISA child protection, wellbeing and DEIJ learning events. • Propose strategic initiatives and make recommendations regarding child protection, wellbeing and DEIJ.
Sustainability	<ul style="list-style-type: none"> • The W4A DT will explore and advise AISA on ways to ensure that our Wellbeing for All programme and activities are sustainable and scalable.

AISA Support for the WADT:

The W4A DT can expect that:

- Their work will be respected and valued by the AISA Board, Executive Director, Director of Professional Learning and the Child Protection and Wellbeing Programme Manager
- 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 W4A DT 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 W4A DT by cooperating in surveys, assessments, etc.
- The AISA Wellbeing for All Programme Coordinator will lead and support the W4A DT in its work.

WADT Work Process:

- The W4A DT 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 W4A DT 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’.

CW 12April2024

