

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	Lower Elementary School Principal	Reference: 161129
Function/Department	Lower Elementary School	Location: Stamford
Manager Name & Title	Superintendent	
Position Type	Fixed Term	
Position Status	Full Time	

Position Objective

The Lower Elementary School Principal is responsible for the educational vision, leadership and day-to-day management of grades KG2 through Grade 2 in the Elementary School and reports directly to the Superintendent. The Lower Elementary School Principal is expected to be experienced in the following aspects of administration – school vision, ethos and high standards, curriculum development, programme assessment, professional development and staff evaluation, budget, effective communication with all constituents, and scheduling.

Responsibilities

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures 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, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head of indeed to the Regional CEP so that a referral can be made accordingly to the relevant third part services.

Primary areas of responsibility & accountability:

Leadership

- To develop and implement school policies and procedures for the Elementary School and in particular grades KG2 through Grade 2
- To work with an administrative team on school wide decisions
- To provide professional leadership of the Lower Elementary School faculty and staff
- To fulfil the goals of the School Development Plan
- To maintain a high leadership profile and strong presence for the Lower Elementary School students, faculty, staff and parents
- To establish, through teamwork, a school culture of permanent improvement in order to raise standards of achievement at all levels
- To establish and champion the annual educational goals

Management

- To schedule faculty and students in grades KG2-G2 in liaison with the administrative team in a manner that ensures that students can access the full benefit of the available programme
- To oversee the maintenance of up to date records, schedules, and transcripts on the database and in student files
- To ensure appropriate administration of standardized testing (MAP, ISA, etc.), analyze results to improve curriculum and instruction and share with staff, students and parents
- To revise, when necessary, all documents for the Lower Elementary School - curriculum guide, student handbook, etc.
- To provide an appropriate pre- and post-planning agenda and orientation for new and returning faculty
- To manage School budget and oversee the ordering process to ensure appropriate use of resources
- To provide an annual report for the Superintendent and any other reports throughout the year

Pastoral

- To ensure that an appropriate advisory/pastoral system is in place so that each student feels they have an adult who knows them and can advise them on issues

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- To be responsible for the Lower Elementary School ethos, ensure appropriate discipline procedures are implemented and high behavioral expectations are maintained
- To show genuine interest in all students and ensure appropriate opportunities and activities for students are provided through leadership, athletics, arts, clubs, and social opportunities.
- To use appropriate counselling processes and techniques to meet the developmental preventative and remedial needs of students.
- To respond appropriately to problems, crises and immediate needs of students and parents.
- To advocate for students when issues arise and to guide conflict resolution between parents, students and teachers.
- To establish regular Child Study Team meetings, in conjunction with the Support for Learning staff (Counsellors, Special Ed., EAL, Enrichment, Nurse, classroom teachers), to ensure each student's social, emotional and academic needs are well served and to ensure implementation of student accommodation and personal development plans.
- Promotes safeguarding

Staff Development

- To recommend for hiring highly qualified, experienced and enthusiastic staff to the Superintendent.
- To evaluate the professional performance of faculty and staff according to school procedures, provide constructive feedback and deal effectively with instances of unsatisfactory professional practice
- To professionally self-evaluate soliciting feedback from constituents. The Superintendent ultimately evaluates your performance.
- To promote and facilitate continuing professional development of faculty and staff in accordance with their personal, professional and school goals.

Curriculum

- To provide curriculum leadership in the Lower Elementary School and ensure a written curriculum is implemented and reviewed in grades KG2-G2 with high expectations
- To liaise with the staff in fully implementing the IBPYP programme in grades KG2-G2 and other cross over issues relating to those grades.
- To ensure that the PYP Curriculum/ Database is maintained on a regular basis
- To implement the assessment philosophy and principles
- To analyze test and examination results to improve the Elementary School programme
- To oversee the Native Language (NL) Coordinator to ensure provision is made for Native Languages as requested
- To ensure appropriate integration of IT and Library skills into the curriculum
- To oversee the Elementary School English/Mandarin bilingual program development using ACTFL standards

Communication

- To instill a sense of confidence and pride in the school by parents
- To articulate divisional programmes, activities and initiatives and respond to the school community questions through open houses, parent meetings, educational forums, parent conferences and the PTA Liaison
- To maintain regular written communication with faculty, parents and students
- To communicate often with divisional staff to facilitate collaborative decision making
- To oversee procedures for reporting student progress and providing quality reports
- To be openly accessible to meet with individual student, parents, teachers and staff

General

- To teach any classes and provide teacher coverage as deemed necessary
- To provide campus coverage during holidays in liaison with administrative colleagues
- Any other reasonable duties delegated by the Superintendent.

Position Requirements

- Instructional leader
- Strong organizational and communication skills
- Effective collaborator and team-member
- Exemplifies the IB learner profile – knowledgeable, inquirer, open-minded, principled, caring, communicator, risk taker, thinker, balanced, reflective

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- Resilient - able to work long hours depending on the demands of the job at various times throughout the year

Qualifications

- Master's degree or equivalent in educational leadership / administration (preferred)
- At least 5 years of International teaching and administrative leadership experience
- Knowledge and experience of the Primary Years Programme of the International Baccalaureate Organization
- An extensive background in Elementary School curriculum, standards, pedagogy and structure

Contacts

- Works with the Lower Elementary Deputy Principal and Leadership Team across all areas of the Elementary School.

Working Conditions

- Based at the Stamford American International School campuses with occasional travel for the purpose of training/professional development.
- 5 days/week plus weekend and holiday duties as required. Administrators work during the holiday period to manage campus affairs.

Terms of Employment

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| • Working Hours | 8:00 am – 5:00 pm, Monday to Friday |
| • Annual Leave | 30 working days |
| • Medical Benefits: | Medical insurance provided where applicable |
| • Sick Leave/Hosp: | 14 days sick leave and upto 60 days hospitalization leave (inclusive of sick leave) |
| • Probation Period: | 3 months from date of commencement |
| • Pre-medical exam: | Required |
| • Referee request: | Required |
| • Background Check: | Required |