



**Stamford American**  
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, High School	Reference: OCT2023HS
Function/Department	High School	Location: Stamford
Manager Name & Title	Principal, High School	
Position Type	Temporary	
Position Status	Part Time	

### **Position Objective**

To meet the school's vision through the objectives of the MYP program. To engage students from over 70 national and linguistic backgrounds in the AERO (American Education Reaches Out) standards.

### **Responsibilities**

**The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom they are responsible, or with whom they come into contact will be to adhered 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, 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.**

#### **Teaching**

- To teach High School classes (Grades 9-12), on a needs basis as directed by the Sub-Coordinator and Divisional Principals
- To possibly work with students who are on a learning accommodation plan and/or require an additional support teacher in class
- To be able to work with and differentiate for EAL students
- To have knowledge and prior experience teaching through inquiry-based and project-based learning
- To actively plan and collaborate with teachers as needed to enrich student learning
- To be culturally and linguistically responsive and proactive
- To use a variety of feedback methods to help inform students on how to improve their learning

#### **Relationships:**

- To develop trusting and effective relationships with all students of your classes
- To establish supportive, collaborative, and positive working relationships with all staff members



**Stamford American**  
INTERNATIONAL SCHOOL  
**JOB DESCRIPTION**

- To work in a collegial and professional manner with peers that demonstrates respect, being prepared and on time, and adhering to the school wide meeting norms and team essential agreements
- To become a positive presence across the whole division and a representative of it within its wider school community

**Educational role:**

- To develop and execute the preparation, planning and delivery of child-centered learning activities
- To be a pastoral mentor to all students, being responsible and responsive for the holistic social-emotional well-being of all students in our care
- To build pedagogical practices around understanding the EAL learner, the importance of differentiation, and the essential aspects of peer observation and feedback
- To establish effective home/school communication as needed
- To participate fully in appropriate training in the various programs and initiatives at Stamford
- To develop a practice that accommodates a range of ability levels and learning styles

**Extended professional role:**

- To understand and implement the expectations and policies established by Cognita and Stamford.
- To participate in professional duties as necessary outside of the scope of the school day (E.G. Field Studies trips, professional development on weekends as needed, and after school meetings as required)
- To supervise duties at break/lunch and/or other unstructured times
- To lead/coach an after school CCA (co-curricular activity) as needed
- To abide by the child safeguarding expectations of the school
- To provide any other reasonable duties delegated by the School Management Team

**Position Requirements**

- At least 3-5 years of experience in working with children (ages 14-18) as a grade teacher with relevant qualifications
- MYP/IB experience preferred
- Advisory/Pastoral experience preferred
- Possess highly developed interpersonal and teamwork skill
- Excellent verbal and written English skills
- Good references on request
- Proficiency in using school databases, communications platforms, and educational technology
- Demonstrates the Stamford Values – Courage, Ingenuity, Compassion, Integrity

**Qualifications**

- Minimum Bachelor's degree in Education or equivalent is required
- Current Teacher Certification
- Master's degree in Education preferred



**Stamford American**  
INTERNATIONAL SCHOOL  
**JOB DESCRIPTION**

**Contacts**

- Other Stamford Teaching and Non-Teaching Staff
- Parents and Students
- PTA

**Working Conditions**

- School Environment
- Working hours from 8am to 4:30pm, Monday to Friday, plus occasional staff meetings and trainings

**Terms of Employment**

- Referee request: Required
- Background Check: Required

SAIS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Pre-employment background checks are mandatory and appointments are strictly subject to confirmation that all reference and background checks are completed to the satisfaction of Cognita, SAIS' holding organization.

We are an equal opportunity employer and disallow discrimination of age, ethnic origin, nationality, gender, religion, sexual orientation, family status, pregnancy, marital status, medical or mental health history, physical characteristics or disability. We welcome applications from all qualified candidates.

We regret that only shortlisted candidates will be notified.