



**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	High School Academic Support Teacher	Reference: DEC2022SSD
Function/Department	Student Support Department	Location: Stamford
Manager Title	Director of Student Support Services	
Position Type	Fixed Term	
Position Status	Full Time	

### **Position Objective**

The Student Support Department (SSD) is looking for a highly qualified Academic Support Teacher with previous experience in delivering academic intervention to join our team of multidisciplinary professionals. Utilizing a MTSS (Multi-Tiered Systems of Support Model), the Academic Support Teacher provides support through co-planning, co-teaching, consulting, and targeted content support and intervention support during study blocks. Academic Support teachers at the secondary level have a strong focus on collaborating with the team to support differentiation within the classrooms. Academic Support teachers also support students in building independence and habits that will support their success as they grow older.

### **Responsibilities**

The job holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come 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, they 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. ird part services.

#### **Collaborates with Classroom Teachers to provide differentiated instruction to students**

- Co-plans, co-teaches, and consults with classroom teachers
- Implements models of effective co-teaching
- Builds strong relationships with teachers based on mutual trust and valuing the strengths of each teammate
- Supports the planning and implementation of accommodations for students in the classroom that are determined by student need and class content



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**Plans and Delivers effective academic support to secondary students**

- Utilizes data-based decision making and evidence-based strategies to offer high quality academic support
- Plans, prepares, and delivers small-group intervention to secondary students
- Establishes positive, safe, and trusting relationships with students, their families and teachers to foster student progress related to students' academic needs

**Regularly assesses students' progress**

- Collects and analyses screening as well as progress monitoring data to identify student need, adjust intervention, and report progress to parents, faculty, staff, and administration
- Summarizes assessment results and incorporates information into an appropriate support plan

**Serves as a case manager for students receiving support services**

- Gathers relevant background information related to students' academic strengths and challenges
- Maintains updated and accurate student files which adhere to high-levels of confidentiality
- Coordinates, facilitates, and maintains records on meetings with parents, teachers, and internal/external service providers
- Coordinates and facilitates testing and classroom accommodations for qualifying students

**Provides consultation to teachers, parents, and other service providers to foster greater academic achievement**

- Participates on a multi-disciplinary team of professionals by utilizing a problem-solve approach
- Prepares and disseminates professional resources according to student need
- Offers ongoing support to faculty, staff, and parents in order to accelerate student growth
- Establishes and maintains ongoing professional collaboration with service providers on and off campus in order to maximize student impact in all areas of development

**Position Requirements Position Requirements**

- Minimum of 3 years experience providing academic support to secondary students
- Exceptional interpersonal communication and professional collaboration skills
- Must demonstrate flexibility, strong work habits, and a positive attitude
- Strong organizational skills and excellent command of the English language
- Proficiency in using computers and other forms of technology
- Strong references and attendance record

**Qualifications**

Required:

- Current Teaching Certification from an accredited educational institution or Master's in special education
- Minimum 3 year's experience providing academic intervention to students with identified learning challenges

Preferred:

- Previous training and/or experience as a Learning Support Teacher/Reading Interventionist/Sped Teacher



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- Knowledge and/or experience delivering student support services within an MTSS/RtI Model
- Previous experience and/or training using benchmark screening and/or progress monitoring assessment (i.e., DIBELS, Aimsweb, Easy CBM)

**Contacts Contacts**

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

**Working Conditions Working Conditions**

- School Environment
- Working hours 8am to 4:30pm, Monday to Friday, plus occasional staff meetings and trainings
- School holidays are paid and free except staff days and training days (please refer to the website to see the school calendar with school holiday dates)

**Terms of Employment Terms of Employment**

- Medical Benefits: Medical insurance provided where applicable
- Sick Leave/Hosp: 14 days sick leave and 60 days hospitalization leave
- Referee Check: Required
- Background Check: Required