



Stamford American
INTERNATIONAL SCHOOL

JOB DESCRIPTION

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all employees, 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	Boarding & Guardianship Manager	Reference: DEC2022DSO
Function/Department	Deputy Superintendent Office	Location: Stamford
Position Type	Permanent	
Position Status	Full Time	

Position Objective

Stamford American International School (SAIS) is committed to provide outstanding support to our boarding students beyond their normal school hours by creating a safe and caring environment and offering a meaningful experience for the resident young people who are living away from their homes.

The Boarding & Guardianship Manager is responsible for creating and implementing outstanding residential programs to support our boarding and guardianship students. This role involves supporting the vision and policies of the School and providing safe, effective, and comprehensive support for students who are living in Singapore without parents/away from their homes.

The role requires the Manager to be a self-motivated, reliable person with convening power, able to build strong relationships with a diverse group of adults to ensure the wellbeing of students. The role also requires organizational and administrative duties, as the Manager is charged with developing, implementing, and amending policies, processes, and practices.

The Manager reports to the Head of Safeguarding and works with multiple stakeholders, including divisional/departmental heads, other teaching and operations employees, parents, students, and external stakeholders.

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.

Leadership: Responsible for programs and policies that ensure safe, well-supported living conditions for students living without parents who attend Stamford American International School (SAIS)

- Lead programs and policy development related to all students living in Singapore without parents
 - Have thorough knowledge of the boarding and guardianship student community in Singapore
 - Coordinate meetings with parents and guardians to review living situations of new and enrolled students and initiate intake process
 - Onboard new guardians to familiarize them with the role of the guardian and SAIS



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- Meet with parents to share strategies, resources, and progress updates on the social emotional needs of their children in boarding and guardianship
- Conduct meetings with exemption teams and create plans for students in emergency situations who need to be removed from homestay
- Coordinate home visits and implement protocols
- Contribute to the assessment of students and oversee safeguarding interventions as necessary
- Lead the Residential Support Team
 - Supervise Residential Support Team
 - Ensure the Residential Support Team are operationally effective
 - Facilitate regular meetings to discuss programs, health and wellness planning, and strong communication between parents, guardian, and school
 - Meet regularly with administrative teams and employees in charge of pastoral care to give guidance on supports to promote wellbeing for boarding and guardianship students

Systems of Care: Liaise with employees (pastoral care, school counselors and psychologists, student support team members, and school nurses) on matters related to the academic and behavioral concerns of boarding and guardianship students

- Liaise with employees, parents, and guardians to ensure relevant support is given to all boarding and guardianship students
- Work with divisional teams to monitor attendance and follow protocols to support students with attendance concerns
- In collaboration with counsellors, ensure that students receive appropriate mental health support
- Collaborate with nursing and Student Support teams to provide health and wellness related areas
- Regularly meet the Head of Safeguarding and ensure that the additional vulnerabilities of these students are known and addressed
- Ensure that students in crisis receive appropriate services and have safety guidelines
- Attend school informational meetings and give presentations related to boarding and guardianship program
- Build and maintain data systems that track the progress of students and parent/guardian communication

Governance: Annually review the CIS standards to ensure practices are effective and meeting the criteria

- Take an active role in sharing residential support practices so that the school is assessed as compliant in relation to all boarding and guardianship policies and expectations

Systems/Database Maintenance: Ensure accurate data is collected for safeguarding and communication purposes

- Work with Admissions, IT, Compliance, and Finance teams to create systems that ensure secure data collection and support the enrollment of boarding and guardianship students
- Ensure various data systems have current guardianship student contact information
- Oversee annual renewal contracts of boarding and guardianship students
- Ensure the recordkeeping of boarding and guardianship documents are in compliance with data security and privacy policies
- Oversee and maintain the Residential Support budget

Availability



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- During the school term, ensure that the Residential Support Team will be available to discuss & support with any concerns with boarding and guardianship students.

Position Requirements

- Leadership and management of effective meetings, effective organization skills, good time management, excellent interpersonal skills, commitment to improving standards in schools
- Possesses skills to provide and facilitate safeguarding for guardianship and homestays
- Previous experience in case management and supervision
- Previous experience with boarding or guardianship
- Ability to accurately maintain record systems and to compile data from such records
- Ability to make decisions based upon experience, good judgment, and established policies, procedures, and guidelines
- Ability to assume responsibility during a crisis
- Experience in team building and conflict resolution skills in complex environments

Qualifications

- Masters degree qualification in any areas of education, social work, child welfare, casework, or counseling
- At least three years of international school experience
- Previous proven experience in quality assurance and processes controls
- Work experience in an educational context
- Fluency in English is required and Mandarin is recommended to accommodate to the increased in the number of Chinese speaking students

Contacts

- Stamford Community
- Parents and Students and Parent Teacher Associations (PTA)

Working Conditions

- Stamford American International School, Woodleigh and Early Learning Village campuses.
- 5 days/week plus weekend and holiday duties, as required.

Terms of Employment

- Medical Benefits: Medical insurance provided where applicable
- Sick Leave/Hosp: 60 days hospitalization leave including 14 days sick leave
- Probation Period: 3 months from date of commencement



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| • Referee request: | Required |
| • Background Check: | Required |