



**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      | Dean of Students            | Reference: MAR2023ES  |
| Function/Department | Elementary School           | Location: Stamford WL |
| Manager Title       | Elementary School Principal |                       |
| Position Type       | Fixed Term                  |                       |
| Position Status     | Full Time                   |                       |

**Position Objective**

The Dean of Students supports the development of all students' social-emotional well-being and success at Stamford. This key pastoral role is an extension of the divisional leadership team and is an important part of a key pillar of our vision statement - inspiring students to create their unique future. The primary responsibility of a Dean of Students is to create a positive and healthy learning environment for students that promotes academic success, personal growth, and social development.

The Dean of Students utilizes the International Baccalaureate learner profile as the foundation of student achievement while promoting positive student behavior in the school. This position is instrumental in not only the success of the Advisory program, but also the successful implementation of the pastoral curriculum.

**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 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**

- Lead or support design and delivery of the divisional Advisory and pastoral program
- Lead or support divisional professional development related to pastoral or advisory content
- Respond to the specific daily needs of behavior concerns within the division; support staff with behavior interventions, follow up processes (support plans), and parent communication for level Two and Three discipline behaviors
- Engage in professional development

## JOB DESCRIPTION

- Perform quarterly review of social emotional and wellbeing data in coordination with the pastoral and divisional administration
- Provide safeguarding support as requested by the divisional designated safeguarding lead

### **Program**

- Oversee updates to pastoral curriculum and program, ensuring cross divisional alignment as well as clear and accurate representation and access on appropriate platforms (internal and external)
- Support and facilitate matriculation between grade levels and divisions

### **Communication**

- Ensure regularly and timely communication with Divisional Leadership on important parent communications or meetings
- Regularly communicate with Parents/Guardians in a timely manner via phone, email or personal meetings as necessary, and provide support for external initiatives and parent communication

### **Managerial Responsibilities**

- Review attendance (absence and tardy) data and communicate with parents in alignment with divisional guidance
- To provide timely and proactive student monitoring (including SOOR or other divisional systems) follow the Levels of Discipline to ensure student behaviors are addressed in line with SAIS Code of Conduct
- Maintain student records: Responsible for maintaining accurate and up-to-date student records, including disciplinary records, attendance records, and academic progress reports
- Support the Principal/Deputy Principals with any other tasks that require leadership and support

### **Divisional responsibilities may include but not limited to**

- Develop onboarding program for rolling enrolment students, including oversee the buddy program
- Participate or plan weekly meetings with the counselors, Deputy Principals, PLT, SSD, or otherwise as needed
- Support or design & implement an effective and valuable assembly program for all grade levels

### **Secondary only:**

- Lead and manage grade level teams of Heads of Grade and advisors in a productive, proactive and positive manner along the lines of the school and divisional strategic plan
- Plan and facilitate weekly PALT and 360 SOOR meetings and contribute to PLT, SSD and Safeguarding meetings
- Facilitate internal suspensions

## JOB DESCRIPTION

### Position Requirements

- Organized, experience with organizing teams of students and/or councils
- Highly developed interpersonal and teamwork skills
- Excellent verbal and written English skills, Mandarin fluency preferred
- Three or more years classroom teaching
- Ability to work productively with others, whilst using initiative and originality to contribute to the positive ethos of the school
- Work as an effective team member and in partnership with external agencies, such as child protective services and community organizations
- Handle stress effectively
- Demonstrate IT literacy
- Commitment to Diversity and Equality, and be able to value diversity by treating children and families as individuals
- Able to make decisions based upon experience, good judgment, and established policies, procedures, and guidelines
- Work with individuals from a wide variety of backgrounds and cultures, and be aware and responsive to the needs of all groups within the community

### Contacts

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

### Working Conditions

- Non teaching role
- Released from CCA
- Expected to be available to cover any duties or classes in an emergency
- Expected to support/attend school events