



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	Elementary Deputy Principal	Reference: 220912
Function/Department	Elementary	Location: Woodleigh
Manager Name & Title	Elementary Principal	
Position Type	Fixed Term	
Position Status	Full Time	

Position Objective

The Deputy Principal is a member of the Elementary Leadership Team. When necessary, the Deputy may assume the role of the Elementary Principal. He or she is expected to take a school-wide perspective and contributes to the overall leadership of the Elementary School and support the school vision and mission, as well as the strategic intent and initiatives set forth by the school-wide Leadership Team.

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 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, s/he 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.

Primary Areas of Responsibility & Accountability:

- In conjunction with the School -wide leadership team, the Deputy implements the yearly goals and the strategic vision for the Elementary School, based on the overall school strategic plan
- Shares responsibility with the Elementary School Principal for teacher supervision and evaluation
- Recruits, supervises and supports Elementary School teaching assistants
- Communicates regularly with faculty, staff and parents to improve the student experience and retention rates
- Collaborates with the Elementary Principal, Deputy Principal, Team Leaders and HoDs, Curriculum Team to work towards the goals of the Elementary Division of the school.
- Take a collaborative leadership role in the transition of students into the Woodleigh Campus Elementary Division of the school.
- Share responsibility to improve instructional practices
- Provide leadership and organization support for the Elementary excursions and incursions activities
- Assumes day-to-day responsibility for the management of school wide routine discipline and student attendance
- Develops and maintains teaching schedules and duty rosters and monitor play areas for duty supervision
- Coordinates logistics for events
- Organize and Oversees school events as requested (which includes developing schedules and coordinating facilities)
- Co-lead the Professional Learning Communities (PLC) of the school.
- Performs other assignments as required by the Elementary Principal



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General:

- To teach any classes and provide teacher coverage as deemed necessary
- To provide campus coverage during holidays in liaison with administrative colleagues
- Serve on school-wide committees including but not limited to: Health and Safety, Safeguarding, Compliance, Accreditation, Learning Leadership Team (LLT)
- Perform other assignments as required by the Elementary School Principal

Position Requirements

- The ability to lead initiatives with staff in order to build school culture aligned with the school vision.
- Strong organizational and communication skills
- Effective collaborator and team-member
- Excellent interpersonal and time management skills
- Problem solver
- Exemplifies the Stamford Values – Courage, Ingenuity, Compassion, Integrity and the IB learner profile
- Resilient - able to work long hours depending on the demands of the job at various times throughout the year
- Positive attitude toward challenges

Qualifications

- Teaching Qualification
- Master's degree or equivalent in educational leadership (preferred)
- At least 5 years of elementary homeroom teaching experience in a PYP context and 2 years of Leadership experience
- Knowledge of the Primary Years Programme of the International Baccalaureate Organization (preferred)
- An extensive background in Elementary curriculum, standards, pedagogy and structure

Contacts

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

Working Conditions

- Based at the Stamford American International School Woodleigh campus with occasional travel for the purpose of training/professional development.

Terms of Employment

- 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: 60 days hospitalization leave including 14 days sick leave
- Probation Period: 3 months from date of commencement
- Referee request: Required
- Background Check: Required
- Position to start on either mid AY 2023 or new AY 2024.