



**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	Middle School Deputy Principal (Grades 6 to 8)	Reference: Nov2023MS
Function/Department	Middle School	Location: Woodleigh Campus
Manager Name & Title	Middle School Principal	
Position Type	Fixed Term	
Position Status	Full Time	

### **Position Objective**

The Deputy Principal is a member of the Middle School Leadership Team. When necessary, the Deputy may assume the role of the Middle School Principal. He or she is expected to take a school-wide perspective and contributes to the overall leadership of the Secondary School and supports 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 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, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional Safeguarding Manager so that a referral can be made accordingly to the relevant third part services.**

#### **Primary areas of responsibility & accountability:**

- In conjunction with the School-wide Leadership team the Deputies implement the yearly goals and the strategic vision for the Middle School, based on the overall school strategic plan
- Assume day-to-day responsibility for the management of Middle School student behavior, attendance, and discipline in cooperation with the Middle School Head of Pastoral Care, Middle School Heads of Grade and Advisors
- Collaborate with the Principal, Head of Pastoral, Heads of Grade, and Advisors to ensure the goals of the Advisory Program are addressed
- Oversee and promote student and faculty wellbeing
- Play an active role in the observation and evaluation process of teachers in the Middle School
- Serve as a line manager for teachers from two or three departments
- Take a collaborative leadership role in the transition of students into Middle School
- Collaborate with the Principal in the recruitment of quality teachers for the Middle School and Relief pool
- Communicate regularly with faculty, staff and parents to improve the student experience and increase retention rates
- Collaborate with the Field Studies Coordinator to ensure successful implementation of the Academic Field Studies program and integration of programs to create a connected student experience across Field Studies, Advisory, and subject content (grade level themes)
- Compose and compile posts for the student and faculty bulletins regarding school wide events, opportunities for school identity development, and celebrations to be shared
- Share responsibility to improve instructional practices
- Lead the coordination of an assessment calendar to reduce multiple assessment on same day across grade level departments



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- Collaborate with the sub coordinator to coordinate and support Middle School relief teachers on a daily basis
- Function as a PLC mentor and committee member
- Develop, maintain, and supervise the duty rosters and monitor play areas for duty supervision
- Oversee school events and assemblies as requested (which includes developing schedules and coordinating facilities)
- Serve as coordinators of the House System and be the Faculty Advisor for the House Captains to support the development of school spirit and culture
- Support the Student Council, Faculty Advisory and student leadership initiatives

**General:**

- To teach any classes and provide teacher coverage as deemed necessary
- To provide campus coverage during holidays in liaison with administrative colleagues
- Support the procurement of teaching and classroom materials
- 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 Middle School Principal

### **Position Requirements**

- The ability to lead initiatives with staff and students to build school culture aligned with the school vision.
- Problem solver
- Positive attitude toward challenges
- Strong organizational and communication skills
- Effective collaborator and team-member
- Excellent interpersonal and time management skills
- Exemplifies the IB learner profile – knowledgeable, inquirer, open-minded, principled, caring, communicator, risk taker, thinker, balanced, reflective
- Resilient - able to work long hours depending on the demands of the job at various times throughout the year
- Demonstrates the Stamford Values – Courage, Ingenuity, Compassion, Integrity

### **Qualifications**

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

### **Contacts**

- Work with the Middle School Principal, a second Deputy Principal, MS Social Emotional Counselors, MS Academic Counselor, MYP Curriculum Coordinators, Academic Registrar, Secondary Head of Pastoral, Heads of Grade, Head of Pastoral, Heads of Department, Field Study Trip Leaders, Safeguarding Committee, Admissions, Human Resources and Learning Leadership Team

### **Working Conditions**

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



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### **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, inclusive of 14 days sick leave
- Probation Period: 3 months from the date of commencement
- Referee request: Required
- Background Check: Required

**Stamford American International School 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, Stamford's parent 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.**

**Please note that only shortlisted candidates will be notified.**