



**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	Director of Professional Learning*	Reference: MAY2023TL
Function/Department	Teaching & Learning	Location: SAIS
Manager Name & Title	Executive Director of Teaching and Learning	
Position Type	Fixed Term, one or two years	
Position Status	Full Time	
	* Could be filled as one-year interim role, depending on the availability of appropriate candidates	

**Position Overview**

Stamford is seeking an accomplished educational leader to serve as its next Director of Professional Learning. The Director of Professional Learning provides vision, leadership and coordination in the development and implementation of professional learning aligned with Stamford’s strategic goals. This position is under the supervision of the Executive Director of Teaching and Learning and works closely with program directors, divisional principals, IB coordinators, instructional coaches, and senior leadership.

Successful applicants for this senior leadership position will bring a track record of exemplary classroom teaching at multiple age levels; demonstrated experience in promoting and understanding the needs of adult learners; an understanding and experience with research and practice regarding DEI; and knowledge and experience in delivering multiple international curricula including the International Baccalaureate.

The Director of Professional Learning serves as the champion for the growth and development of all teaching staff, including both individual development and schoolwide efforts to build instructional capacity at all levels. As such, the successful candidate will be expected to demonstrate superior communications, technology, and facilitation skills; a strong knowledge of leadership development; and an ability to collaborate effectively with a wide variety of stakeholders.

**Note:** The school will also consider qualified candidates for a one-year interim role starting this August, in which case the search for a full-time candidate would be extended for an August 2024 start date.

To apply, please send an application, cover letter, and short video (up to 2 minutes) describing your experience and interest in the position.



**Stamford American**  
INTERNATIONAL SCHOOL  
**JOB DESCRIPTION**

**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 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 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.**

- Promote and develop inclusive instructional practices in accordance with Stamford's Professional Educators Competencies and Common Definition of Inclusion.
- Support the schoolwide development and implementation of data-driven strategies which respond to areas of need or growth in order to raise instructional capacity.
- Support the development and implementation of an effective strategy for improving instructional practices related to culturally responsive pedagogy which supports diversity, equity, and inclusion (DEI.)
- Promote the development of mid-level leaders and principals around effective instructional leadership and practices.
- Support teachers and leaders in the use of effective classroom observation and supervision practices which promote inclusive instruction.
- Facilitate schoolwide learning sessions which highlight exemplary practices in the Stamford or broader international education community.
- liaise with other international schools in Singapore to promote on-island learning opportunities.
- liaise with Cognita and group schools for externally driven professional learning events.
- Support the periodic review of all academic policies which relate to professional learning and development.
- Develop, manage, and implement a schoolwide professional growth model for all faculty level and student-facing positions (including teachers, librarians, specialists, coaches, and teaching assistants.)
- Organize a coherent professional learning program at SAIS which includes staff orientation and onboarding, and PD days.
- Lead evaluation of the professional learning program and plans for evolution of the program based on data-driven impact.
- Manage and oversee the Professional Learning budget.
- Manage individual teacher requests, logistics, and plans to support professional learning (both on and off-campus.)
- Share relevant professional learning opportunities with faculty.
- Work with administration to identify and contract with professional learning experts to support program development and teacher growth.
- Facilitate appropriate school-identified opportunities for team, department, or grade-level professional learning.
- Develop schedules and identify outcomes for professional learning consultants as they support teaching and learning at SAIS.



**Stamford American**  
INTERNATIONAL SCHOOL  
**JOB DESCRIPTION**

**Competencies**

- Ability to conduct productive meetings which encourage high levels of thinking and facilitate collaborative, learning-focused dialogues.
- A skillful and experienced instructional coach.
- Self-reflective educator who is optimistic and models a growth mindset.
- Demonstrates a high level of work, personal and professional ethics.
- Enthusiasm for working collaboratively.
- Experience and current knowledge of staff development programs and implementation.
- Strong knowledge of inclusive instructional models, including (but not limited to) effective support for highly able/gifted and special needs students.
- Demonstrated knowledge of language acquisition and literacy development; second language or multilingual ability preferred.
- Strong ICT skills, with current knowledge of technology infusion at the classroom and schoolwide level.
- Demonstrated capacity to organize and deliver effective presentations to diverse audiences.
- Strong knowledge of research-based pedagogy and assessment and awareness of adult learning theory.
- Demonstrates the Stamford Values – Courage, Ingenuity, Compassion, Integrity.

**Qualifications**

- Master's Degree in Education, Curriculum, or Educational Leadership.
- Experience in a school-wide leadership position.
- Exemplary classroom teaching experience in multiple divisions or age groups.
- Superior communications, facilitation and organizational ability, with a track record of inspiring and effective leadership, collaboration, and change management.

**Contacts**

- The Director of Professional Learning reports to the Executive Director of Teaching & Learning.
- They also work closely with divisional and schoolwide leadership.

**Working Conditions**

- Based at the Stamford American International School campus.
- 5 days/week plus weekend and holiday duties as required.
- Occasional travel overseas for the purposes of recruitment and training/professional development.
- Shares the support and oversight of an administrative assistant and a data analyst/testing coordinator within the Teaching & Learning Office.



**Stamford American**  
INTERNATIONAL SCHOOL  
**JOB DESCRIPTION**

**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: 14 days sick leave and 60 days hospitalization leave (including sick leave)
- Probation Period: 3 months from date of commencement
- Referee request: Required
- Background Check: Required

**SAIS 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, SAIS' holding 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.**

**We regret that only shortlisted candidates will be notified.**