



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	Teacher (Mandarin), Early Years (PreNursery – KG2)	Reference: MAR2023ELV
Function/Department	Early Years Division	Location: Stamford
Manager Name & Title	Early Years Principal	
Position Type	Fixed Term	
Position Status	Full Time	

Position Objective

To meet the school's vision through the objectives of the IBP PYP program. To contribute to a curriculum based on the ACTFL standards in the context of an IBO World School with over 70 nationalities.

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.

Teaching:

- To teach Early Years School Mandarin classes (Ages 2-6 - PreNursery - KG2)
- To work with students who are on a learning accommodation plan and/or require an additional support teacher in class
- To work with EAL mainstream students
- To demonstrate through collaboration, planning, and teaching, the IB and PYP framework of concepts within contexts, and inquiry-based learning that is balanced with specific skills of 'how to learn', leading learning towards the IB vision and the aims of individual subject areas
- To work and collaborate with teachers from other departments to enrich curriculum and student learning
- To differentiate and target learning to students' needs and aptitude levels
- To be culturally and linguistically responsive and proactive



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Relationships:

- To develop trusting and effective relationships with all the children in the classes and their parents
- To establish supportive, collaborative, and positive working relationships with all other members of staff
- To become a positive presence across the whole school and a representative of it within its wider community

Educational Role:

- To develop and execute the preparation, planning and delivery of child-centered learning activities
- To maintain a well-organized and stimulating learning environment
- To build pedagogical practices around understanding the EAL learner, the importance of differentiation, and the essential aspects of peer observation and feedback
- To develop planning which emphasizes connections among curriculum areas and explicitly focuses on trans-disciplinary skills and the essential elements of PYP and Units of exploration for PreN/Nursery
- To utilize the “Approaches to Learning” expectations per the International Baccalaureate
- To plan collaboratively for student learning and develop significant units of inquiry to be explored in depth.
- To implement accurate assessment through the collaborative pre-planning and moderation processes
- To demonstrate a willingness to analyze data that inform teaching and learning
- To develop a practice that accommodates a range of ability levels and learning styles
- To establish effective home/school communication, providing clear and constructive feedback to students and their parents and caregivers
- To participate fully in appropriate training in the various programs and initiatives at Stamford
- To demonstrate an understanding of and taking responsibility for promoting high standards of literacy
- To work in a collegial and professional manner with peers that demonstrates respect, being prepared and on time, and adhere to the school wide meeting norms and team essential agreements
- To ensure the documentation of curricula units and lesson plans on the platform and within the timelines set forth by the administration

Extended Professional Role:

- To understand and implement the expectations and policies established by Cognita and Stamford.
- To participate in professional duties as necessary outside of the scope of the school day (e.g. Field Studies trips, professional development on weekends as needed, and after school meetings as required)
- To supervise duties at break/lunch and/or other unstructured times
- To lead/coach an after school CCA (co-curricular activity) from 3:45-4:30 pm once a week



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- To ensure that students are safe and secure at all times, and abide by the child safeguarding expectations of the school
- To assist in internal sub coverage according to department needs
- To provide any other reasonable duties delegated by the School Management Team
- To teach any classes as deemed necessary

Parents:

- To coordinate parent meetings (organize translations if need be) and review students' progress
- To coordinate efforts of parents to assist with classroom volunteering duties or on excursions

Position Requirements

- At least 3 years of experience in working with students as a full time Mandarin classroom teacher with relevant qualifications
- Experience in teaching both Language Acquisition and Language and Literature preferred
- Have sound knowledge of development for students age 18 months to 6 year olds.
- Knowledge of the PYP curriculum will be advantageous
- Curriculum development knowledge is required
- Possess highly developed interpersonal and teamwork skill
- Excellent verbal and written English skills
- Good references on request
- Proficient in using school databases, communications platforms, and educational technology
- Demonstrates the Stamford Values – Courage, Ingenuity, Compassion, Integrity

Qualifications

- Minimum Bachelor's degree in Education and/or in teaching Chinese/English as a second language or equivalent is required
- Professional current teacher licensure or certification is required
- Master's degree in Education preferred

Contacts

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

Working Conditions

- School Environment
- Working hours 8am to 4:30pm, Monday to Friday, plus occasional staff meetings and trainings
- School holidays are paid and free except staff days and training days (please refer to the website to see the school calendar with school holiday dates)



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Terms of Employment

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| ● 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 |
| ● Pre-medical exam: | Required |
| ● Referee request: | Required |
| ● Background Check: | Required |