



**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	HS Teaching and Learning Development Coordinator	Reference: FEB2024HS
Function/Department	High School	Location: Stamford
Manager Name & Title	High School Principal	
Position Type	Fixed Term	
Position Status	Full Time	

### Position Objective

The High School Teaching and Learning Development Coordinator is a member of the High School Pedagogical Leadership Team. The HS Teaching and Learning Development Coordinator works closely with the HS administration core, other HS curriculum coordinators, Heads of Department, and HS teaching staff to build coherence and quality in the delivery of our academic programs. Major areas of responsibility include divisional pedagogy, teacher development, and primary coordination of the Stamford courses. They 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 the young people for whom they are responsible, or with whom they come into contact, will be 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.

#### General Leadership:

- Be a reflection of Stamford's mission, vision and guiding statements.
- Be a key member of the High School Pedagogical Leadership Team, leading initiatives relevant to the role
- Work with relevant stakeholders using a team collaborative approach, building and sustaining trusting relationships
- Carry out other duties as requested by the HS administration core

#### Pedagogical Leadership

- Support the continuing development of improved pedagogy that
  - o meets the needs and recognizes the uniqueness of our diverse learners
  - o helps all students to reach their highest performance
  - o develops all students as expert learners
- Partner with the MYP, AP/DP, & BTEC Coordinators; HODs; and teachers to develop a shared approach to pedagogy across the high school
- Work with teams to develop pedagogical skills through professional development sessions, team collaborative meetings, and other job-embedded opportunities
- Mentor and coach individual teachers in best practice, high leverage and inclusive teaching strategies
- Help to shape strategic planning for divisional professional development and goal setting



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- Lead portions of the induction program to support the transition of new teachers

### **General Curriculum Leadership**

- Partner with the MYP, AP/DP, and BTEC Coordinators to
  - clarify where programs align and differ
  - develop a shared approach to how this is communicated to various stakeholders
- Partner with HODs and Curriculum Coordinators to develop vertical alignment of curriculum

### **Stamford Courses Curriculum Leadership**

- Develop, in partnership with HODs and teachers, a consistent approach to the development, documentation, delivery, and evaluation of Stamford courses in alignment with Stamford academic policies
- Collaborate with teachers and teams to ensure vertical alignment of Stamford courses within department curriculum
- Ensure compliance of Stamford courses with CPE
- Ensure Stamford courses qualify for Carnegie Units of Study and align with relevant US curriculum standards
- Contribute to annual review of Stamford course offerings
- Liaise with department heads and the schoolwide Teaching & Learning team on resource acquisition for Stamford Courses

### **Position Requirements**

- Previous curriculum coordination and coaching experience required
- Curriculum development experience in high school
- Strong organizational and time management skills
- Effective collaborator and team-member
- Excellent interpersonal and communication skills
- Experience with data collection, analysis, and evidence-driven instructional planning
- Experience with a multilingual student body
- Experience in leading professional development
- High level of attention to detail
- Preferred experience teaching in IBDP, IBMYP, AP and other US curriculum programs
- Preferred experience in large, diverse international school contexts

### **Qualifications**

- Minimum of Bachelor's degree in education field, Master's degree preferred
- Current teaching certificate
- Educational Leadership experience
- Preferred degree or certification in educational leadership

### **Contacts**

- High School Principal
- High School Deputy Principals
- High School Curriculum Coordinators
- High School Heads of Departments
- High School Teachers and Staff
- Schoolwide Teaching & Learning Team



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### **Working Conditions**

- School Environment.
- Working hours 8am to 4.30pm, Monday to Friday, plus occasional staff meetings and training. Extended Hours each Wednesday for professional development and collaboration
- School holidays are paid and free except staff days and training days

### **Terms of Employment**

- 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

**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.**