



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	Head of Student Activities	Reference: DEC2022CCA
Function/Department	Athletics & CCA	Location: Woodleigh Campus
Manager Name & Title	Athletics and Activities Director	
Position Type	Fixed Term	
Position Status	Full Time	

Position Objective

The Head of Student Activities is expected to support the school vision, mission and strategic plan and maintain a student-centered approach to the Stamford American International School (SAIS) Co-Curricular Activity program. Working collaboratively with all members of the school community, this leadership role will execute and expand how the activities program fosters a culture of character development, life-long wellness, identity-centered learning, inclusivity and belonging, school spirit, team building and sustainable participation at SAIS.

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 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.

Leadership

- Lead strategic planning, scoping, facilities allocation, delivery and organization of the SAIS Activities program for Pre-K to Grade 12 (Clubs and CCAs).
- Conduct bi-annual review processes supporting Co-curricular Activities (CCAs) and Clubs and corresponding events and trips.
- Partner with Maintenance, ICT, AV, Operations, HR, Admissions, Marketing and Communications, Nursing, and all other relevant divisions regarding events planning.
- Collaborate regularly with the Athletics & Activities Director and Heads of Grades across all divisions.
- Develop and renew Job Descriptions, hire talent, and work with HR on contracts, as appropriate.
- Conduct quality checks with Risk Assessments, Standard Operating Procedures and other policy work, as required.

Budget

- Maintain all budgets that are covered within the student activity program (hosted events, equipment purchases, travel, maintenance of stock, etc).
- Manage all activity (CCA / Club) stipends, claims, vendor invoices and external contracts.
- Liaise with Finance, Procurement, and Operations, as needed.



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- Manage procurement processes of seasonal equipment for student activities.
- Report on program finances.

Program Management

- Identify areas of improvement and ensure program continuity.
 - Ensure a balanced activity calendar, reflecting diversity of opportunities and appropriate access.
 - Report on activity-specific KPIs.
 - Report on participation data.
 - Measure the level of customer satisfaction of the activity program.
 - Periodically review student demand by adding new activities and/or removing outdated ones.
- Program Administration
 - Deliver and report on the implementation of the SAIS Activity program
 - feedback, school surveys, and data points.
 - Assist with the organization of large-scale events hosted by SAIS.
 - Oversee CCA and Club attendance process and monitoring
 - Administer the school activity registration portal.
 - Manage the various activity communication tools, content, social media, and newsletters.
 - Coordinate the annual HS Clubs Fair.
- Staff Leadership
 - Identify and supervise the Activity (CCA and Club) advisors.
 - Line manage all CCA team members.
 - Monitor and assess the quality of service provided by external vendors.
 - Develop strong working relationships with vendors and other activity partners.
 - Ensure that all vendors:
 - have appropriately qualified talents,
 - are familiar with the emergency procedures,
 - have background checks,
 - have an approved contract,
 - are safeguarding trained.
- Facilities and Events
 - Participate in the events calendar planning process, as needed.
 - Assist in the safety certification of facilities, equipment, and concerned team members.
 - Oversee the allocation of shared facilities and resources to the various activities.
 - Oversee the room booking system and approval of activity venues in conjunction with the Athletics & Activities Director AD.
 - Liaise with various school departmental teams (e.g. catering, operations, nursing, HR, transport and technical support) to ensure cohesion of events.
- Student Safety
 - Ensure that health and safety requirements are followed for the use of the school's facilities.
 - Prepare Risk Assessments, as appropriate.
 - Supervising the children at break/lunch and other unstructured times, as required.
 - Ensure that event and trip planning is documented.
 - Promote and safeguard the welfare of children at all times and report when necessary.

Extended Professional Role

- Promote the philosophy and policies of the Stamford American International School.



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- Assume responsibility of a club or CCA during times of need.
- Encourage student and employee participation in the activity program.
- Develop working relationships with students, parents, teachers, employees, Parent Teacher Association [PTA] members, and school leadership across all school divisions and departments.
- Maintain school-wide visibility and accessibility.
- Work in close partnership with the Athletics & Activities Director ~~AD~~ to ensure a professional and creative working environment.
- Act as a point of contact when working with other schools, vendors, or parents.
- Participate in planning educational, recreational, social and cultural activities for the SAIS Community.
- Assist the Athletics & Activities Directors ~~AD~~ with Athletic responsibilities during hosting of events and during times of need.

General

- Ensure efficient and timely access to student activity information by the SAIS community.
- Communicate with students, parents, employees, and the wider SAIS community using approved platforms.
- Cover any supervision duties, as necessary.
- Assist in the supervision of activity events.
- Provide any other reasonable duties delegated by the Athletics & Activities Director.

Position Requirements

- At least four years of relevant experience working in student activities in ~~and~~ a leadership capacity.
- At least three years of international school experience.
- Experience using Google Suite.
- Experience in team building and conflict resolution skills in complex environments.
- Exhibits a positive attitude towards students, teachers, colleagues, and the challenges of the role.
- Professionalism and confidentiality in a variety of situations, as appropriate.
- Excellent organizational skills, attention to detail, independent as well as collaborative work ethic.
- Strong interpersonal and communication skills within the SAIS Community (employees, parents, students), and externally with other schools and service/venue providers.
- Is analytical, a critical thinker, data-driven, and creative in finding solutions.
- Creative problem solver, critical thinker, and collaborative spirit.
- Understanding of DEI and methods of supporting students from various backgrounds.
- Exemplifies the IB learner profile: knowledgeable, inquirer, open-minded, principled, caring, communicator, risk taker, thinker, balanced, reflective.
- Demonstrate the Stamford Values – Integrity, Courage, Ingenuity and Compassion.



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Qualifications

- Degree in Education or Educational Leadership / Management,
- Master's degree in educational / leadership, preferred
- Experience and knowledge of current school activity program practices, including:
 - Student-led / teacher-led program models
 - Management and appointment of staff
 - Administrative budgeting and finance background
 - Collaborative procedures and practices
 - Event and trip management
 - Safeguarding and child protection practices
 - Occupational Health and Safety
 - Risk Management
 - Facility Management and Maintenance

Contacts

- Teaching and Non-Teaching employees
- Parents, students and PTA
- External vendors
- Other international school colleagues, within and outside of Singapore
- Singapore organization representatives

Working Conditions

- Stamford American International School, Woodleigh and ELV campuses.
- 5 days/week plus weekend and holiday duties, as required.
- Work hours will include some early mornings, late afternoons and weekends to support the program.

Terms of Employment

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| ● Working hours | 8:30am – 5:30pm, Monday to Friday |
| ● Annual leave | School holidays |
| ● 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 |