



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	Lead, Innovation Centre	Reference: Oct23DL
Function/Department	Digital Learning	Location: Woodleigh
Manager Name & Title	Director of Digital Learning	
Position Type	Permanent	
Position Status	Full Time	

Position Objective

The Innovation Center Instructor is responsible for proactively designing purposeful use of the Innovation Center. This includes collaboration with teachers on units that leverage the Innovation Center; coaching and facilitation of the robotics program; teaching the use of tools and software; and promoting clubs, activities and events within the space. The Instructor also helps to provide a safe environment, maintains the equipment and inventory, and supports the Digital Learning Team with school-wide initiatives that cultivate innovation at Stamford.

Responsibilities

The job holder's responsibility for promoting and safeguarding the welfare of children and young persons 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 Child Protection Officer/Designated Safeguarding Lead or to the Head of indeed to the Regional CEP so that a referral can be made accordingly to the relevant third part services.

- Proactive collaboration with the Digital Learning Team, teachers, and curriculum team to identify and support curricular projects that leverage the Innovation Center
- Coaching and support of Middle and High School Robotics teams (including after school and some weekends, as needed).
- Training/support for students interested in various equipment such as laser cutters, 3D printers, CNC Mills, and power drills, as well as software.
- Planning and promotion of activities and events within or related to the Innovation Center.
- Work with the Digital Learning Team to regularly evaluate and optimize the use of the space.
- General scheduling and maintenance of the space, tools and materials.
- Supervision of users' safety and behavior within the Innovation Center.
- Assistance with digital videography, editing, and video creation.
- Documentation of Innovation Center projects, offerings, and progress.

Position Requirements

- Knowledge in related skill to Innovation Center offerings such as:
 - Flexibility and Creativity
 - Interpersonal Skills
 - Strong Leadership
 - Video creation and editing
 - Coding/Programming
 - Electronics/Robotics
 - Adobe CC/3D Modeling/CAD



JOB DESCRIPTION

○ Construction/Physical Modeling

- Able to use and learn high and low end machinery/equipment (Laser Cutters, 3d Printers, CNC Mills, basic power drills, etc.)
- Able to work with students and staff ranging from K-12.
- Run professional learning sessions related to the Innovation Center for staff and parents as required.
- Knowledge and experience with design thinking.
- Up-to-date with the latest trends, technologies, and techniques in your specific skill base.
- Ability to solve problems creatively and efficiently.
- Able to assist students in problem identification and problem solving in a creative and efficient manner.

Qualifications

- At least two years in design and/or engineering related roles (product/industrial design, architecture/interior design, graphic design, mechanical engineering, computer science, etc.) and experience working with children and teachers in a K-12 setting.
- Diploma in related field

Contacts

- Students, staff and vendors

Working Conditions

- School Environment
- Working hours 8am to 5pm, Monday to Friday

Terms of Employment

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|---------------------|--|
| ● Working Hours | 8:00 am – 5:00 pm, Monday to Friday |
| ● Annual Leave | 21 working days |
| ● Medical Benefits: | Medical insurance provided where applicable |
| ● Sick Leave/Hosp: | 14 days sick leave and 60 days hospitalization leave |
| ● Probation Period: | 3 months from date of commencement |
| ● Pre-medical exam: | Required |
| ● 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.