



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	Occupational Therapist	Reference: NOV2023SSD
Function/Department	Student Support Department	Location: Stamford
Manager Name & Title	Director of Student Support Department	
Position Type	Fixed Term	
Position Status	Full Time	

Position Objective

The Student Support Department is looking for a highly qualified, licensed Occupational Therapist (OT) with previous experience in school-based therapy to join our expanding team of multidisciplinary professionals. Utilizing a Multi Tiered Systems of Support (MTSS) / Response-to-Intervention (RtI) Model, the primary role of the OT is to provide a range of interventions and consultation to the school community in order to increase students' level of functional independence across all learning environments.

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.

Delivers effective and efficient intervention to students across a variety of settings

- Utilizes a range of evidence-based strategies and frameworks to carry out occupational therapy
- Conducts intervention with students using appropriate resources in small group and in-class settings
- Establishes positive, safe, and trusting relationships with young children and their families to encourage student progress related to their developmental needs

Provides consultation to teachers, parents, and other service providers to foster greater student occupational performance

- Participates on a multi-disciplinary team of professionals by utilizing a problem-solve approach
- Prepares and disseminates professional resources according to student need
- Offers ongoing support to faculty, staff, and parents in order to accelerate student growth
- Collaborates with related(internal/external) (internal/external) services providers
- Establishes and maintains ongoing professional collaboration with service providers on and off campus in order to maximize student impact on functional performance

Regularly assesses student level of functioning within the school environment level of functioning within the school environment

- Clearly evidences clinical reasoning through delivery and interpretation of assessment
- Collects and analyzes screening and progress monitoring data to identify student need, modify intervention, and report progress to parents, faculty, staff, and administration
- Summarizes assessment results and incorporates information into an appropriate support plan



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Serves as a case manager for students receiving support services or services

- Gathers relevant background information related to students' functional level and developmental history
- Maintains updated and accurate student files which adhere to high-levels of confidentiality
- Coordinates, facilitates, and maintains records on meetings with parents, teachers, and internal/external service providers

Position Requirements

- Minimum of 3 years of experience working with children as an OT with relevant qualifications
- Exceptional interpersonal communication and professional collaboration skills
- Must demonstrate flexibility, strong work habits, and a positive attitude
- Strong organizational skills and excellent command of the English language
- Proficiency in using computers and other forms of technology
- Strong references and attendance record

Qualifications

Required:

- Degree from an accredited Occupational Therapy Program
- Minimum 3 years' experience in pediatric occupational therapy
- Previous experience providing direct or indirect OT services in a school setting

Preferred:

- Experience working as OT in Singapore
- Knowledge and/or experience practicing OT within a MTSS/ RtI Model
- Training and/or previous experience with Perceptual Motor Program (PMP), Zones of Regulation, Handwriting without Tears, and Smart Steps programs
- *Full registration/practicing certificate with the Allied Health Professions Council (AHPC)
- *If applicant is not registered with the AHPC, the expectation would be to become fully registered within 3 years of position acceptance

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

- Medical Benefits: Medical insurance provided where applicable
- Sick Leave/Hosp: Upto 14 days sick leave and 60 days hospitalization 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.