



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	Principal, Middle School (Grades 6-8)	Reference: OCT2023SG
Function/Department	Middle School	Location: SAIS Woodleigh
Manager Name & Title	Superintendent	
Position Type	Fixed Term: Seeking minimum four-year commitment	
Position Status	Full Time	

Position Overview

Stamford seeks a dynamic instructional leader with exceptional interpersonal skills to serve as principal of the Middle School. The successful individual will lead 650 students and 70 staff members in achieving robust educational outcomes aligned to the AERO standards and IB Middle Years Programme. Stamford prides itself on culturally responsive leaders who are intuitive culture-builders with a passion for student success in academics and social-emotional growth. The successful leader will build on instructional and cultural initiatives, with a focus on diversity, equity and inclusion. The school celebrates leaders who model an active learning stance, believe in the power of the collective, and demonstrate intellectual humility. To ensure leadership continuity, the school seeks a minimum commitment of four years.

Responsibilities

The job holder's responsibility for promoting and safeguarding the welfare of children for whom they are responsible, or with whom they come into contact, will be adhered to and ensure compliance with the relevant Cognita Safeguarding and 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, superintendent or Cognita regional safeguarding manager so that a referral can be made to relevant third party services.

Primary areas of responsibility & accountability:

- Lead teaching & learning at the middle school in alignment with the school's strategic plan. This includes ensuring high-quality professional learning, deep collaboration among teams, and effective teacher feedback & evaluation
- Set the strategic direction of the Middle School in alignment with the school's strategic plan and in collaboration with Middle School leadership
- Lead initiatives with staff and students to build school culture aligned with the school vision
- Assume day-to-day responsibility for the management of middle school academics, attendance, discipline, and safeguarding of students
- Manage the school budget to achieve strategic outcomes
- Develop leadership among teaching staff and mid-level leaders
- Lead the hiring of teachers in partnership with the administrative team and superintendent
- Take a primary leadership role in the Grade 5-6 transition
- Communicate regularly with faculty, staff and parents through newsletters, videos and other media
- Provide support for the implementation and planning of the Field Studies program



Stamford American INTERNATIONAL SCHOOL

JOB DESCRIPTION

- Support secondary events that impact middle school (assemblies, showcases, community information sessions, coffee presentations, etc.)
- Participate as a member of the superintendent's Executive Leadership Team
- Collaborate widely with academic and operations leaders across the school
- Collaborate with the sub coordinator to ensure full staffing each day
- Work closely with Admissions on the acceptance and placement of students
- Perform other duties as assigned by the superintendent

Necessary Skills & Dispositions

- Proven track record of leadership that improves instruction and builds culture
- Strong problem-solving skills
- Demonstrates positive attitude toward challenges
- Excellent verbal and written communication
- Evidence of effective collaboration
- Excellent interpersonal and time management skills
 - Exemplifies the IB learner profile - knowledgeable, inquirer, open-minded, principled, caring, communicator, risk taker, thinker, balanced, reflective
 - Demonstrates resilience - ability to work long hours depending on the demands of the job at various times throughout the year
- Demonstrates Stamford Values - Integrity, Courage, Ingenuity and Compassion
- Strong commitment to DEIJ principles

Qualifications

- Master's/Doctorate degree or equivalent in educational leadership/ administration (strongly preferred)
- At least 5 years of international administrative leadership experience
- Knowledge of the IB Middle Years Programme
- Experience in EAL environments

Contacts

- Supervises deputy principals, academic dean, MYP coordinator, designated teaching staff, heads of grade and heads of department
- Liaises with other division principals, professional learning director, digital learning director, library director, EAL/bilingual director, executive director of teaching and learning, assistant superintendent
- Works closely with PTA
- Reports to superintendent

Working Conditions

- Based on Stamford's campus in Singapore, with occasional travel for training/professional development
- 5 days/week plus weekend and holiday duties as required



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Terms of Employment

- Working Hours 8:00 am - 5:00 pm, Monday to Friday
- Annual Leave 30 working days
- Medical Benefits: Medical insurance provided where applicable
- Sick Leave/Hosp: 14 days sick leave and up to 60 days hospitalization leave (inclusive of sick leave)
- Probation Period: 3 months from date of commencement
- Pre-medical exam: Required
- 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, Stamford's 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.

Please note that only shortlisted candidates will be notified.