



**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	Relief Teacher, Elementary	Reference: JUN2024ELE
Function/Department	Elementary	Location: Stamford
Manager Name & Title	Principal, Elementary	
Position Type	Casual	
Position Status	Part Time	

### Position Objective

The role of the Relief Elementary Teacher is essentially to build and maintain a successful Elementary program within the school by providing an educational atmosphere conducive to learning and developing through the process of inquiry and in conjunction with the International Baccalaureate PYP.

### 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.**

#### Relationships:

- Developing trusting and effective relationships with the all the children in the class and their parents
- Establishing supportive and positive working relationships with all other members of staff
- Becoming a presence across the whole school and a representative of it within its wider community

#### Educational role:

- Developing and executing the preparation, planning and delivery of child-centered learning activities for the children in the class
- Being a facilitator in the classroom and taking an interactive role with students
- Using a range and balance of teaching strategies
- Grouping strategies using a variety of different learning situations, including whole class, small group, partner work and individual work; at desks, on the floor, etc.
- Viewing students as thinkers with their own emerging theories
- Building on what students know, and differentiating to meet student needs
- Ensuring that the classroom environment is well-managed, properly ordered and neatly presented
- Planning, by collecting and using data such as MAP scores, and other formative and summative assessments
- Planning which emphasizes connections among curriculum areas and explicitly focuses on trans-disciplinary skills and the essential elements of PYP
- Planning which accommodates a range of ability levels and learning styles; teachers are expected to modify and accommodate for students as needed, i.e. accommodating individual language needs (EAL), student support services, students who are struggling as well as students who need more of a challenge
- • Planning in a collegial and professional manner with peers, showing respect, being prepared and on time, and adhering to the school wide meeting norms and team's essential agreements at all times



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- Participate in Professional Learning Communities and review of student data
- Involving students, parents and colleagues in the assessment process on regular basis and as appropriate
- Involving students in shared reflection during, and at the end of, each unit on a consistent basis
- Evaluating the program collaboratively with teaching partners, and parents and students as appropriate, using agreed flexible systems

**Extended professional role:**

Contributing towards the whole-school team spirit by taking every opportunity to promote the philosophy and policies of the Stamford American International School

- Taking responsibility for the class during times of emergency
- Supervising the children at break/lunch and other unstructured times
- Ensuring that the children are safe and secure at all times
- Communicating regularly and positively with parents via timely meetings, class blogs, reports and conferences
- Leading co-curricular activities

**Parents:**

- Coordinating parent meetings where appropriate to review a students' progress
- Coordinating efforts of parents to assist with classroom volunteering duties or on excursion

**General:**

- To teach any classes as deemed necessary
- To provide any other reasonable duties delegated by the School Management

### **Position Requirements**

- At least 3 years of experience in working with children as an elementary homeroom teacher with relevant qualifications
- Curriculum development knowledge
- Possess highly developed interpersonal and teamwork skills
- Excellent verbal and written English skills
- Good references on request
- Proficient in using a variety of technology tools
- Ability to participate in the Field Studies Program
- Demonstrates the Stamford Values - Courage, Ingenuity, Compassion, Integrity

### **Qualifications**

- Minimum Bachelor's degree in Education or equivalent is required
- Master's degree in Education preferred
- Professional current teacher licensure or certification is required

### **Contacts**

- Other Stamford Teaching and Non-Teaching Staff
- Parents and Students
- PTA



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### **Working Conditions**

- School Environment
- Working Hours 8am to 4:30pm, Monday to Friday, plus occasional staff meetings and trainings.
- Do note that this a Relief / Temp role. Incumbent will only call on needs basis.

### **Terms of Employment**

- 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.**