



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	Safeguarding Coordinator	Reference: MAY2024SG
Function/Department	Superintendent Office	Location: SAIS Woodleigh
Manager Name & Title	Head of Safeguarding	
Position Type	Permanent	
Position Status	Full Time	

Position Objective

The Safeguarding Coordinator will support the schoolwide divisions to manage a caseload of open safeguarding cases from pre-nursery up to grade 12. This involves responding to Safeguarding concerns and working directly with families with the aim of ensuring children's safety and well-being needs are being met holistically within the school setting. This role will also focus on engaging the parent community here at Stamford; sharing the schools safeguarding values and undertaking proactive and preventive work around issues such as physical punishment, child development, and student mental health. A respectful understanding of the complexity of Safeguarding within the international school setting in the context of Singapore is needed. This role will play a significant part in continuing to develop the Safeguarding Culture within Stamford.

The role requires a robust understanding of all aspects of Safeguarding, including Child Protection, Education and Community Engagement. The candidate needs to be a highly effective and empathetic communicator, who is able to build strong relationships with a diverse group of stakeholders in order to ensure the wellbeing of students. The role requires that the successful candidate be able to identify, recognise, and mitigate risk factors experienced by our international students studying in Singapore. The Safeguarding Coordinator reports to the Head of Safeguarding and works with a large number of stakeholders across the school; including academic staff and operations personnel, parents, and external stakeholders including Child Protective services.

Responsibilities

Implement the school's safeguarding policies and procedures: You will be responsible for implementing effective safeguarding policies and procedures to ensure that students are protected from all forms of harm. This may involve working with other staff members to refine, implement, and maintain these policies and procedures.

Overall, the Safeguarding Coordinator in an international school setting is critical in protecting students from harm and ensuring their overall well-being. You will need to be an exceptional communicator, a good listener, and have excellent problem-solving skills to carry out your role effectively.



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Leadership

- Responsible for supporting the school divisions to respond to any safeguarding concerns or incidents that arise within the school community. This may involve conducting investigations, assessing risk, and developing appropriate intervention plans.
- Supporting Case Management: You will be responsible for managing safeguarding cases, investigating allegations, and providing support to students and staff who are involved in these cases.
- Provide guidance and support to staff on child welfare and child protection matters
- Actively participate as a member in safeguarding team meetings at each division – with DDSL point people, counseling, psychologists, and nursing team so that all information about open cases is shared and relevant actions are taken and followed through cross departmentally

Program Delivery and Training

- Developing and implementing safeguarding policies and procedures: Work closely with school leadership to develop and implement policies and procedures to promote a safe and secure environment for students and staff.
- Providing training and support: Provide training to staff and students on safeguarding policies and procedures, and offer ongoing support and advice to those who may have concerns about safeguarding issues.
- Organize and deliver parents and guardians workshops and training for safeguarding matters
- Contribute to the Safeguarding training of Staff, and External Providers
- In collaboration with the Teaching and Learning Team, Dean of Students: Contribute to the delivery and review of appropriate instruction for safeguarding topics.

External Facing Responsibilities

- Coordinating with external agencies: Coordinate with external agencies such as social services, police, or child protection services to ensure effective case management.
- Ensure regularly and timely communication with Head of Safeguarding and Divisional Leadership on parent communications or meetings
- Regularly communicate with Parents/Guardians in a timely manner via phone, email or personal meetings as necessary, and provide support for external initiatives and parent communication
- Communicating with stakeholders: Communicate effectively with parents, guardians, and other stakeholders to keep them informed about safeguarding policies and procedures, and to address any concerns they may have.

Managerial Responsibilities

- Maintain accurate records: Responsible for keeping accurate and detailed records of safeguarding incidents, investigations, and interventions. This may involve maintaining a database, documenting actions taken, auditing divisional CPOMS cases, and producing regular reports for senior management.
- Work with the Head of Safeguarding and Cognita Asia Designated Safeguarding Lead (DSL) to plan and act on the recommendations of the Proprietor's Safeguarding Annual Review.
- Support with data gathering for the required safeguarding reports to the regional office



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- Work with Head of Safeguarding and key safeguarding stakeholders to prepare and coordinate annual independent review visit
- Review reports, manage information, and share data on the number and type of concerns and allegations and lessons learned to improve safeguarding

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 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 of School or indeed to the Regional CEO or Cognita Asia DSL so that a referral can be made accordingly to the statutory services.

Position Requirements

- Minimum 2 years experience working with children and families in a Safeguarding capacity, including case management. Be able to write and maintain safeguarding records to a high standard
- Highly developed interpersonal and teamwork skills
- Exceptional verbal and written English skills, Mandarin fluency highly beneficial
- Able to assume responsibility during a crisis
- Work as an effective team member and in partnership with external agencies
- Demonstrate ability to work with initiative
- Be able to work with flexibility, balancing procedures with the individual need of each student and level of risk.
- Maintain knowledge of legislation, reporting processes and thresholds
- Minimum 2 years working in, or with, schools in a safeguarding capacity, international preferred
- Work with individuals from a wide variety of backgrounds and cultures, and be aware and responsive to the needs of all groups within the community

Qualifications

- Degree qualification in social work, child welfare, or counseling; and/or significant experience within a Safeguarding role.
- 3 years experience working in a safeguarding role in a school or with a school. International School experience is preferred.

Contacts

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

Working Conditions

- Non-teaching role
- Out of hours support may be required
- Expected to support/attend school events as needed in the role



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Terms of Employment

- Working Hours: 8:00 am – 5:00 pm, Monday to Friday
- School Holidays : Entitled for school holidays as per school calendar
- Medical Benefits: Group Medical insurance cover provided
- Medical Leave: 14 days sick leave and 60 days hospitalization leave (including sick leave)
- Probation Period: 3 months from date of commencement
- Referee request: Required
- Background Check: Required
- Work during school holidays: The role requires commitment for delivering specific work that might fall within the school holidays. The compensation for these have been built in the monthly pay.

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.