



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	High School Deputy Principal/Transitional Principal(Grades 9 – 12)	Reference: MAR2023ADM
Function/Department	High School	Location: Woodleigh Campus
Manager Name & Title	High School Principal	
Position Type	Fixed Term	
Position Status	Full Time	

Position Summary

Stamford American International School is looking for an instructional leader with a proven track record and at least five years of senior leadership experience to join a vibrant administrative team in a growing high school of 800+ students. The position is tracked to be a senior deputy principal for two years (2023-2024 and 2024-2025) before, upon mutual agreement, transitioning to the high school principal role in the 2025-2026 school year. The minimum commitment for the position is five years (two years as deputy, three years as principal).

The successful individual will demonstrate a passion for student learning; be highly competent in a diverse cultural setting; be excited to operate in a fast-moving environment; demonstrate a deep understanding of both academics and social-emotional development; help lead strategic improvement with critical thinking, strong communication and a results orientation. Five years of senior leadership experience (defined as principal, deputy principal and director) is required.

The school is committed to inclusion, both in the academic setting and through a school-wide ‘belonging’ initiative. Candidates with diverse backgrounds are encouraged to apply.

Stamford is a diverse school with 75 nationalities. The high school offers pathways in IBDP, MYP, BTEC, and AP, as well as Stamford courses. About half of our students go to college/university in the U.S., one-quarter to the UK and the rest around the world. The high school offers a wide range of student-led clubs, with an active student council. For more information, go to <https://www.sais.edu.sg> or view school updates on social media.

Primary areas of responsibility & accountability

The exact duties will be determined in partnership with the principal. The senior deputy will have a strong focus on teaching and learning. The bullet points below outline the overall work of the deputies.

Teaching and Learning

- Implement the school strategic plan, with a specific role in shaping and executing teaching and learning improvement efforts
- Play a leading role in classroom observation and evaluation of teachers
- Work with AP, IBDP, MYP and BTEC program coordinators to ensure vertical and horizontal alignment of curriculum

- Help lead professional learning with staff
- Lead the coordination of the assessment calendar
- Collaborate with the Principal to recruit quality teachers
- Lead and support the Field Studies program to create a connected student experience
- Support the Academic & College Counselors around student matters

Student well-being

- Help strengthen school work around diversity, equity and inclusion to deepen a sense of belonging for every student
- Communicate regularly with faculty, staff and parents to improve the student experience and increase retention
- Support day-to-day management of student management in cooperation with the Dean of Students, Heads of Grade and Advisors
- Collaborate with the Principal, Dean of Students, Heads of Grade, and Advisors to achieve advisory program goals
- Work with Admissions, Academic & College Counselors and Social/Emotional Counselors to support transition of students into high school as well as new students
- Create and support school-wide events and celebrations to build school spirit

Operations

- Actively support staff well-being initiatives
- Collaborate with the sub coordinator to support relief teachers
- Develop, maintain, and supervise the duty rosters
- Oversee school events and assemblies as requested (developing schedules and coordinating facilities)
- Support the Student Council and student leadership initiatives
- Actively support the divisional Designated Safeguarding Lead (DSL)
- Support the secondary registrar in creating and maintaining the High School master schedule
- Work with the Health & Safety Team to ensure effective emergency response
- Perform other assignments as required by the High School Principal

Position Requirements

- Proven record as outstanding teacher
- Proven experience leading professional development
- The ability to lead initiatives with staff and students to build school culture aligned with Stamford’s vision
- Strong organizational and communication skills
- Effective collaborator and team member
- Excellent interpersonal and time management skills
- Exemplifies Stamford values of courage, ingenuity, compassion and integrity
- Exemplifies the IB learner profile characteristics: knowledgeable, inquirer, open-minded, principled, caring, communicator, risk taker, thinker, balanced, reflective
- Resilient – able to work long hours to meet demands of the job at various times throughout the year
- Sense of humor

Qualifications

- At least five years of senior-level leadership experience (principal, deputy principal, school-wide role in curriculum, instruction, assessment, EAL, etc.)
- Master’s degree or equivalent in educational leadership (preferred) or principal’s license
- International school experience strongly preferred
- Program experience in the MYP, IBDP, Advanced Placement and the BTEC.
- Extensive background in secondary school curriculum, standards, pedagogy and structure.
- Teaching qualification
- Ability to speak Mandarin a plus

Contacts

- High School: Principal, a second Deputy Principal, HS Social Emotional Counselors, HS Academic & College Counselors, MYP, AP/DP and BTEC Program Coordinators, Registrar, High School Dean of Students, Heads of Grade, Heads of Department, Field Studies Trip Leaders, Safeguarding Committee
- School-wide: Superintendent, Executive Director of Teaching and Learning, Director of Professional Learning, Admissions, Human Resources, Health and Safety Committee, Finance Team and Learning Leadership Team

Working Conditions

- Based at the Stamford American International School Woodleigh campus with occasional travel for the purpose of training/professional development.

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: 60 days hospitalization leave, inclusive of 14 days sick leave
- Probation Period: 3 months from the 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.