



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 (Grades 9 – 12)	Reference: 011019
Function/Department	High School	Location: Woodleigh Campus
Manager Name & Title	High School Principal	
Position Type	Fixed Term	
Position Status	Full Time	

Position Objective

We are looking for a strong instructional leader to join a vibrant administrative team in a growing high school of 800 students. 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; and help lead strategic improvement with critical thinking, strong communication and a results orientation.

The deputy principal will work closely with the administrative team to engage faculty, students, families and other community members to ensure student success. The successful individual will demonstrate a deep understanding and commitment to diversity, equity and inclusion in words and actions.

Primary areas of responsibility & accountability

Teaching and Learning

- Implement the yearly goals and the strategic vision for the High School, based on the overall school strategic plan
- Play a leading role in classroom observation and evaluation of teachers
- Work with AP, IBDP and MYP program coordinators to ensure vertical and horizontal alignment of curriculum
- 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

Pastoral care

- Communicate regularly with faculty, staff and parents to improve the student experience and increase retention
- Assume day-to-day responsibility for the management of student behavior, attendance, and discipline in cooperation with the Head of Pastoral Care, Heads of Grade and Advisors
- Collaborate with the Principal, Head of Pastoral Care, Heads of Grade, and Advisors to achieve advisory program goals
- Work with Admissions and Academic Counselors to support transition of students into high school
- Create and support school-wide events and celebrations to build school spirit

Operations

- Collaborate with the admissions department, to approve new students for admittance, host training workshops for admissions and liaise with them for new student onboarding experiences.
- Collaborate with the sub coordinator to coordinate and support High School relief teachers on a daily basis
- 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) and take lead on cases in their absence.
- Support the secondary registrar in creating and maintaining the High School master schedule.
- Work with 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
- The ability to lead initiatives with staff and students to build school culture aligned with the school vision.
- Problem solver
- Positive attitude toward challenges
- Strong organizational and communication skills
- Effective collaborator and team-member
- Excellent interpersonal and time management skills
- Exemplifies the IB learner profile – knowledgeable, inquirer, open-minded, principled, caring, communicator, risk taker, thinker, balanced, reflective
- Resilient - able to work long hours depending on the demands of the job at various times throughout the year
- Demonstrates the Stamford values – Courage, Ingenuity, Compassion, Integrity
- Sense of humor

Qualifications

- Teaching Qualification
- Master's degree or equivalent in educational leadership (preferred) or principal's license
- At least five years of international school experience
- At least five years of mid or senior-level leadership experience
- At least two years in an instructional leadership role focused on curriculum, instruction and assessment
- Program experience in the MYP, IBDP, Advanced Placement and the BTEC.
- An extensive background in secondary school curriculum, standards, pedagogy and structure.
- Ability to speak Mandarin preferred

Contacts

- Work with the 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 Head of Pastoral Care, Heads of Grade, Heads of Department, Field Study Trip Leaders, Safeguarding Committee, 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