



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	Teacher (Early Years), EAL	Reference: Oct23EALVLV
Function/Department	Teacher - EAL Department	Location: Lorong Chuan
Manager Title	Director of EAL	
Position Type	Fixed Term	
Position Status	Full Time	

Position Objective

We are looking for a highly qualified English as an Additional Language (EAL) teacher with previous teaching experience in international education to join our expanding team of high-quality professionals. The role of the EAL Teacher is essentially to build and maintain a successful EAL Program which includes providing support for students with English language needs (beginning to intermediate), preparing EAL students to independently access our curriculum in English and to co-teach, co-plan, co-assess and co-reflect with the grade level homeroom teachers.

Responsibilities

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 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 all the children in the class and their parents
- To develop successful, trusting and professional relationships with co-teachers and teaching assistants
- 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 EAL classes and activities for students
- Using a range and balance of teaching strategies including co-planning, co-teaching, co-assessing and co-reflecting
- Using grouping strategies using a variety of different learning situations, including whole class, small group, partner work and individual work
- Building on student capabilities and differentiating to meet student needs
- Ensuring that the teaching environment is well managed and appropriately resourced
- Collecting and analyzing data, such as WIDA and MAP scores, on student performance to ensure a successful progression of English language acquisition.
- Planning which emphasizes connections among curriculum areas and explicitly focuses on trans-disciplinary skills and the essential elements of a PYP program
- Planning and working 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
- Involving students, parents and colleagues in the assessment process on a 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
- Taking responsibility for a Co-curricular activity (CCA) from 3:45-4:30 once per week, each semester.

Extended Professional Role:

- Contributing towards the whole-school team spirit by taking every opportunity to promote the philosophy and policies of Stamford American International School and Cognita
- Participate in professional duties as necessary outside of the scope of the school day (e.g. Field studies trips, professional development on weekends, as needed, and after school meetings as required)
- 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 webs, reports and conferences
- Carrying out other duties and tasks as reasonably directed by the Superintendent

Parents:

- Coordinating parent meetings where appropriate to review a students' progress

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 a EAL teacher with relevant qualifications
- Curriculum development knowledge is required
- IB knowledge and experience required
- Possess highly developed interpersonal and teamwork skills.
- Excellent verbal and written English skills
- Good references on request
- Proficient in using school databases, communications platforms, and educational technology
- Proficiency in other EAL testing and reporting systems
- Experience with and knowledge of co-teaching
- Demonstrates the Stamford Values – Courage, Ingenuity, Compassion, Integrity

Qualifications

- Minimum Bachelor's degree in Education or equivalent is required.
- Additional qualifications/endorsements for working with English Language Learners, from an accredited school is required.
- Master's degree in Education preferred
- WIDA Training is preferred
- SIOP Training is preferred

Contacts

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

Working Conditions

- School Environment
- Working hours 8am to 4:30pm, Monday to Friday, (until 5:00 pm on Monday), plus occasional staff meetings and trainings
- School holidays are paid and free except staff days and training days (please refer to the website to see the school calendar with school holiday dates)

Terms of Employment

- Medical Benefits: Medical insurance provided where applicable
- Sick Leave/Hosp: 60 days hospitalization leave including 14 days sick leave
- Probation Period: Three months from date of commencement

- Pre-medical exam: Required
- 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.