



## 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.

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Position Title	Secondary School IB MYP Korean and Japanese Teacher	Reference: FEB2024MS
Function/Department	Middle School and High School	Location: Woodleigh
Manager Name & Title	Principal, Middle School	
Position Type	Fixed Term	
Position Status	Full Time	

#### Position Objective

The Language Teacher for both Korean and Japanese at SAIS will be responsible for delivering high-quality language instruction to students in the Middle and High School. This includes designing engaging lesson plans that cater to various proficiency levels and learning styles.

The successful candidate will possess fluency in both Korean and Japanese, providing a comprehensive language learning experience. The teacher will create a supportive and inclusive classroom environment, fostering effective communication and cultural understanding. Additionally, the role involves assessing student progress, providing constructive feedback, and collaborating with colleagues to enhance the overall language education program.

The successful candidate will be willing to participate fully in the expectations of the Stamford learning community that includes supervision duties.

#### 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.

#### Teaching Responsibilities:

- Teach Middle and High School classes in MYP Language Acquisition - Korean and Japanese.
- Provide support to students on learning accommodation plans or have additional needs.
- Apply IBO framework, emphasizing inquiry-based learning and subject-specific skills.
- Collaborate with colleagues to enrich curriculum and student learning.
- To use and refer to the defined standards in the curriculum and in teaching and learning.
- Differentiate and target learning to accommodate students' needs and proficiency levels.
- To be culturally and linguistically responsive and proactive.



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### **Relationships:**

- Develop positive relationships with students and their parents.
- Foster supportive and positive working relationships with all staff.
- Represent the school positively in the wider community.

### **Educational Role:**

- Develop, plan, and deliver child-centered learning activities aligned with the school's vision.
- Act as a pastoral advisor, ensuring holistic well-being of students.
- Manage the classroom environment effectively and maintain an organized and stimulating learning space.
- Emphasize planning that connects curriculum areas and focuses on trans-disciplinary skills.
- Collaborate with peers in a collegial and professional manner, adhering to meeting norms and essential agreements.
- Communicate professionally with students and families, planning collaboratively for student learning.
- Implement accurate assessment through collaborative pre-planning and moderation processes.
- Utilize learning technologies to enhance learning.
- Support IBO programs as directed, such as supervising Extended Essays and/or Personal Projects.
- Provide clear and constructive feedback to students and their parents and/or guardians.
- Collaborate with colleagues and the Curriculum Coordinator to ensure documentation of curriculum.

### **Extended Professional Role:**

- Understand and implement expectations and policies established by Cognita and Stamford.
- Participate in professional duties outside the school day, including field studies trips and weekend professional development.
- Supervise duties during unstructured times, ensuring the safety and security of students.
- Lead/coach/assist an after-school CCA once a week.
- Undertake any other reasonable duties delegated by the School Management Team.

### **Position Requirements**

- Ability to teach Korean and Japanese
- Knowledge of IB MYP/DP preferred
- International School teaching experience preferred
- Curriculum development knowledge is required
- Knowledge of ACTFL standards is preferred
- Advisory/Pastoral experience preferred
- Highly developed interpersonal and teamwork skills
- Excellent verbal and written English skills
- Having a sense of humor
- Proficiency in using school databases, communications platforms, and educational technology
- Demonstrates the Stamford Values – Courage, Ingenuity, Compassion, Integrity



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#### Qualifications

- Minimum Bachelor's degree in Education and/or a Teaching certification
- Professional current teacher licensure or certification is required

#### Contacts

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

#### Working Conditions

- Working hours 8am to 4:30pm, Monday to Friday, (until 5:00 pm on one afternoon), 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: 3 months from date of commencement
- 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.**