



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	Multilingual Learner (MLL) Coordinator, Early Years	Reference: MAR2024ELV
Function/Department	Early Years/EAL	Location: Early Learning Village, Lorong Chuan Campus
Manager Name & Title	Principal, Early Years & Director of EAL, Bilingual & Home Languages	
Position Type	Fixed Term (2 years contract, renewal based on mutual agreement)	
Position Status	Full Time	

Position Objective

The Early Years Multilingual Learner (MLL) Coordinator's overarching role is to enhance the Early Years curriculum with a specialized language support program for Nursery to KG1, emphasizing English acquisition. Responsibilities include supporting teachers, conducting coaching cycles for ongoing teacher support, and fostering communication with parents for language development. The Coordinator collaborates with the Admissions and EAL teams. They are expected to take a school-wide perspective of language development and contribute to the overall commitment to culturally responsive teaching.

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 adhere 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.

Primary areas of responsibility & accountability:

Curriculum Development and Language Support:

- Develop the current Early Years curriculum with a specialized early language support program for Nursery through KG1, focusing on English language acquisition.
- Meet regularly with grade-level teams to lead and enhance the Units of Inquiry.
- Support teachers in creating a culturally responsive and language-rich environment with visual aids, labels, and materials in both English and other L1s for comprehension and vocabulary development.
- Teaching responsibilities may include but not be limited to coaching, lesson demonstrations, and Push-in to classes to support teachers with language development.
- Provide professional development opportunities and coaching cycles for Early Years Teachers and Teaching Assistants to enhance their skills in teaching English as an additional language.

Parent and Community Engagement:

- Foster communication with parents, offering resources and culturally responsive workshops to help support their children's language development at home.
- Collaborate with the Director of EAL, Bilingual & Home Languages and EAL Coordinator to ensure a smooth transition for students progressing through grade levels.



Stamford American INTERNATIONAL SCHOOL

JOB DESCRIPTION

- Work with Admissions to monitor the balance of classes and review admissions files for students whose L1 is not English.

Assessment and Collaboration:

- Establish a system for regular culturally responsive assessments to monitor each student's language development.
- Align language assessments with Gold standards and monitor growth.
- Collaborate with Deputy Principal Curriculum & Curriculum leaders EY.
- Assist with books, instructional materials, and supply orders.
- Scheduling and managing WIDA testing, Community Information Sessions, etc.
- Coordinate and work with EAL Coordinator to support student transition to the EAL program in KG2

Professional Relationships and Extended Role:

- Plan collegially and professionally with peers, adhering to school-wide meeting norms and team essential agreements.
- Develop trusting and effective relationships with all students and their parents.
- Establish supportive and positive working relationships with all other staff members.
- Contribute to the whole-school team spirit by promoting the philosophy and policies of the school.
- Take responsibility for the class during emergencies and supervise children during break/lunch and other unstructured times to ensure their safety and security.

Position Requirements

- At least 5 years of experience in working with EAL students with relevant qualifications
- Demonstrated leadership ability and desire to be an active and positive member of the leadership team
- PYP and Gold Standards teaching experience and/or knowledge of
- WIDA and SIOP trained or equivalent
- The ability to lead initiatives with staff to build school culture aligned with the school vision.
- Strong organizational and communication skills
- Effective collaborator and team member
- Excellent interpersonal and time management skills
- Problem solver
- Exemplifies the IB learner profile – knowledgeable, inquirer, open-minded, principled, caring, communicator, risk taker, thinker, balanced, reflective
- Resilient
- Demonstrates the Stamford Values – Courage, Ingenuity, Compassion, Integrity
- Adaptability and Flexibility

Qualifications

- English Language certification and experience (3-5 years preferred)
- Teaching Qualification and Teaching Experience
- Master's degree or equivalent in educational leadership (preferred)
- Knowledge of the Primary Years Programme of the International Baccalaureate Organization (preferred)
- An extensive background in Early Years curriculum, standards, pedagogy and structure



Stamford American
INTERNATIONAL SCHOOL

JOB DESCRIPTION

Contacts

- Works with the Early Years Principal, Director of EAL, Bilingual & Home Languages and EAL Coordinator EY/ES (KG2-Grade5) and Leadership Team across all areas of the Early Years Division
- Other Stamford Teaching and Non-Teaching Staff
- Parents and Students

Working Conditions

- School Environment - Stamford's Early Learning Village
- Working hours: 8am to 4:30pm, Monday to Friday, plus occasional staff meetings and trainings
- School holidays are paid except staff days and training days (please refer to website to see the School calendar with school holiday dates)
- Based at the Stamford American International School campus with occasional travel for the purposes of training/professional development.
- You may be required to invest a few days (up to 10 days) during the school holidays. The compensation for these have been considered in the remuneration structure.

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.