



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	Guardianship Liaison	Reference: JUN2024SG
Function/Department	Superintendent office	Location: Woodleigh Campus
Manager Name & Title	Head of Safeguarding	
Position Type	Permanent	
Position Status	Full Time	

Position Objective

At Stamford, we are committed to ensuring the safety and well being of all students living in Singapore without their parents.

The Guardianship Liaison supports the communication and relationship between Guardians, Parents and Stamford American International School. The Liaison serves as a partner with the Admissions team, and Secondary School academic and pastoral team to provide safe, effective, and comprehensive support for students.

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 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.

Family and Student Engagement:

- Develop positive relationships with guardianship students and families while serving as a liaison between guardians and Stamford American International School (SAIS).
- Arrange regular check-in sessions with guardianship students to monitor their well-being and integration.
- Support school divisions in communicating with parents and guardians, and assist pastoral teams in partnering with parents and guardians regarding students' progress, development, and attendance.
- Implement an enrichment program that includes Health and Wellness talks and activities to foster student community and well-being.

Academic Support:

- Collaborate with a multidisciplinary team, including members of the secondary school pastoral care team, safeguarding manager, admissions team, and administrative teams, to ensure the safety and well-being of guardianship students and to develop a nurturing and positive community.



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- Communicate regularly with the secondary pastoral team to discuss, track, and record any changes to students' living arrangements, well-being, and behavior.
- Ensure all school and guardianship policies are updated, distributed, and understood by guardianship students.
- Monitor grades and attendance in partnership with academic teams and encourage parent or guardian attendance at Back to School Night and Learning Conferences.
- Liaise with school nurses and counselors to ensure support is in place for the physical and emotional well-being of guardianship students.
- Encourage, coordinate, and track student engagement in co-curricular activities, including Field Trips and Field Studies.

Operational Duties:

- Conduct intake meetings with parents and guardians to document the living situations of new and enrolled students.
- Ensure the privacy and confidentiality of each student, sharing information appropriately, and maintaining a comprehensive and professional record-keeping system compliant with policy and legal requirements.
- Work with Admissions, IT, and Compliance to support secure data collection and ongoing record maintenance for guardianship students.
- Facilitate guardianship student orientation sessions.
- Engage in and deliver appropriate professional development, skill development, and in-service activities.
- Gather and analyze data to inform program development and student support strategies.

External Relations:

- Develop positive relationships with agents, guardians, and boarding and homestay operators in Singapore while serving as a liaison between them and SAIS.
- Communicate regularly with agents and guardians regarding school engagement and student progress.

Position Requirements

- **Required:**
 - 3 years working in a school setting, international environment preferred;
 - experience or deep knowledge of safeguarding issues for students living away from family members;
 - excellent written and verbal communication skills.
 - Strong understanding of safeguarding and child protection policies and procedures.
- **Preferred:**
 - Mandarin, Japanese, or Korean fluency;
 - experience working directly with students aged 10-18;
 - experience working in a cross cultural or multinational environment.



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Qualifications

- Minimum Bachelor's degree in Education or equivalent is required.
- Preferred relevant experience in a counseling, safeguarding, youth work or boarding role.

Contacts

- Guardians, Parents, and Students
- Safeguarding Coordinator
- Head of Safeguarding
- Deputy Superintendent
- Middle School, High School and PCS Principals and teams
- Admissions Department
- Government Regulators

Working Conditions

- Role will be based out of the SAIS Woodleigh campus.
- 40 hours of work per week, some flexibility (weekend, evenings).
- Occasional staff meetings and trainings.
- Expected to participate in some duties outside of work hours (for example student activities)

Terms of Employment

- Annual Leave: 21 working days
- Medical Benefits: Medical insurance provided where applicable
- Sick/Hospitalization Leave: 14 days sick leave and 60 days hospitalization 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.