



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	Deputy Principal, High School (Grades 9 -12)	Reference: OCT2024HS
Function/Department	High School	Location: Stamford
Manager Name & Title	High School Principal	
Position Type	Fixed Term	
Position Status	Full Time	
Position Objective		
<p>We are looking for an educational leader with a proven track record and at least five years of senior leadership experience to join a vibrant administrative team in a 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; help lead strategic improvement with critical thinking, be a strong communicator, and have a results orientation.</p>		
Responsibilities		
<p>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 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.</p>		
Teaching and Learning:		
<ul style="list-style-type: none">• Implement the annual goals and the strategic vision for the High School, based on the overall school strategic plan• Play a leading role in both individual teacher and division-wide pedagogical development, through classroom observation, coaching, workshop facilitation, and evaluation• Work with AP, IBDP, MYP and BTEC 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• Support the Academic & College Counselors around student course programs and progression		
Student Well-being:		
<ul style="list-style-type: none">• Help strengthen school work around diversity, equity and inclusion to deepen a sense of belonging for every student• Communicate regularly with faculty, staff and parents to improve the student experience and increase retention• Support day-to-day management of student behavior, attendance, and discipline in cooperation with the Dean of Students, Heads of Grade and Advisors• Collaborate with the Principal, Dean of Students, Heads of Grade, and Advisors to achieve advisory program goals• Work with Admissions and Academic & College Counselors to support transition of students into high school• Create and support school-wide events and celebrations to build school spirit		



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Operations:

- Actively support staff well-being initiatives
- 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 recruit, 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
- Experience in curriculum leadership and pedagogical coaching
- 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

- Master's degree or equivalent in educational leadership (preferred) or principal's license
- At least five years of senior-level leadership experience (principal, deputy principal, school-wide role in curriculum, instruction, assessment, EAL, etc.
- At least five years of teaching experience at the high school level
- International school experience strongly preferred
- Program experience in the MYP, IBDP, Advanced Placement and the BTEC desired
- Extensive background in secondary school curriculum, standards, pedagogy and structure
- Teaching Qualification
- Multilingualism desired

Contacts

- High School Staff Members
- Other Stamford Teaching and Non-Teaching Staff
- Parents and Students
- PTA



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Working Conditions

- School Environment
- Working hours 8am to 5.00pm, Monday to Friday, plus occasional staff meetings and trainings
- Based at Stamford American International School's Woodleigh campus with occasional travel for the purpose of training/professional development

Terms of Employment

- Annual Leave: 30 working days
- 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.