



**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	Relief Teacher, Early Years	Reference: OCT2021ELV
Function/Department	Early Years	Location: Stamford
Manager Name & Title	Principal, Early Years	
Position Type	Casual	
Position Status	Part Time	

**Position Objective**

The role of the Early Years Relief Teacher (Prenursery – KG2) is essentially to build and maintain a successful Early Years Age 18 months – 6 year old) program within the school by following the lesson plan provided by the Homeroom Teacher.

**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.**

**Relationships:**

- Developing trusting and effective relationships with the all the children in the class and their parents
- 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 child-centered learning activities for the children in the class
- Being a facilitator in the classroom and taking an interactive role with students
- Using a range and balance of teaching strategies
- Grouping strategies using a variety of different learning situations, including whole class, small group, partner work and individual work; at desks, on the floor, etc.
- Viewing students as thinkers with their own emerging theories
- Building on what students know, and differentiating to meet student needs
- Making and recording observations about student individual learning progress including recording this progress on Teaching Strategies Gold Software and in Student Portfolios
- Ensuring that the classroom environment is well-managed, properly ordered and neatly presented
- Planning to ensure that ‘students achieve more than they think they can’, by collecting and using data such as MAP scores, and other formative and summative assessments
- Planning in PreK and KG1 which emphasizes connections among curriculum areas and explicitly focuses on transdisciplinary skills and the essential elements of PYP
- Ensuring planning incorporates STEAMInn (Science Technology Arts Maths Innovation) across the planned units of work from PreN through to KG2



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- Planning in PreNursery and Nursery has a balance of learning engagements as planned by teachers drawing from Head Start Learning outcomes (Birth to Age 5 ) while also drawing largely from the USA Creative Curriculum material
- Planning in PreK to KG1 (Age 3-5 year olds) emphasizes has a balance of learning engagements as planned by teachers using the IB PYP framework as well as drawing largely from the USA Creative Curriculum materials
- Planning in KG2 (Age 5-6 year olds) emphasizes a balance of learning engagements as planned by teachers using the IB PYP framework as well as using AERO (American Education Reaches Out) student standards
- Reporting quarterly on student progress on Gold student achievement standards across 8 domains for applicable grade levels of Pre-N – KG1 and for all grades conducting quarterly Parent Teacher conferences or Student Led Conferences; semester 1 & 2 Unified classroom Semester reporting to parents
- Planning which accommodates a range of ability levels and learning styles; teachers are expected to modify and accommodate for students as needed, i.e. accommodating individual language needs (EAL), student support services, students who are struggling as well as student who need more of a challenge
- Planning 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

### **Extended professional role:**

Contributing towards the whole-school team spirit by taking every opportunity to promote the philosophy and policies of the Stamford American International School

- 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

### **Parents:**

- Coordinating parent meetings where appropriate to review a students’ progress
- Coordinating efforts of parents to assist with classroom volunteering duties or on excursion

### **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 an Early Years teacher with relevant qualifications
- Curriculum development knowledge is required
- Possess highly developed interpersonal and teamwork skills.
- Excellent verbal and written English skills
- Good references on request
- Proficient in using computers



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### **Qualifications**

- Minimum Bachelor's degree in Education or equivalent is required
- Certified to teach relevant age group in country of origin is preferred

### **Contacts**

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

### **Working Conditions**

- School Environment
- Working hours 8am to 4:30pm, Monday to Friday, plus occasional staff meetings and trainings
- Do note that this is a Relief / Temp role. Incumbent will only call on needs basis.

### **Terms of Employment**

- 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.**