



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	Teacher (Music), Early Years & Schoolwide Music Coordinator	Reference: FEB2025ELV
Function/Department	Early Years Subschool and Athletics & CCA	Location: ELV Campus & Woodleigh Campus
Manager Name & Title	Head of Student Activities & Principal (Early Years)	
Position Type	Fixed Term, 2 years contract. Renewable based on mutual agreement.	
Position Status	Full Time	

Position Objective

This is a full-time role with two interconnected components, combining teaching and program coordination to enhance the school's music education experience.

As a **Music Teacher (0.5 FTE)**, the role focuses on developing and sustaining a vibrant general and Suzuki music program for Early Years (EY) students (ages 3–6). This involves teaching vocal and instrumental skills, music theory, and aural development while fostering musicianship, composition, and holistic child development. The curriculum, rooted in inquiry-based learning and aligned with the International Baccalaureate Primary Years Program, emphasizes the Suzuki method to nurture cognitive, social, emotional, kinesthetic, and musical growth. Additionally, the role encourages strong parent-child interaction to build a solid foundation for lifelong learning. This position requires an engaging and adaptable educator who is passionate about fostering early musical development, building confidence, and instilling a love of music in young learners.

In parallel, as a **Music Activities Coordinator (0.5 FTE)**, the role involves leading the schoolwide music program and ensuring its alignment with both the curriculum and the Lions Music Academy. This includes overseeing the academy and its instructors, supporting a clear progression of music education across grade levels, and collaborating with music teachers to integrate music across disciplines. Additionally, the coordinator manages administrative responsibilities such as scheduling, budgeting, and event planning while actively promoting the program within the school community. This position calls for a visionary leader who can cultivate musical excellence while managing the operational aspects of a dynamic and evolving program.

Together, these responsibilities provide a unique opportunity for an individual who is both a skilled music educator and a strategic leader, committed to enriching students' musical journeys and strengthening the school's overall music program.



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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 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, to the Superintendent, or to the Cognita Regional Safeguarding Manager so that a referral can be made accordingly to the relevant third party services.

Early Years Music (General & Suzuki Method)

This role blends **expert music instruction** with a deep understanding of **early childhood development**, ensuring a dynamic and inclusive learning experience. The teacher fosters musical growth through both **general music pedagogy** and the **Suzuki method**, with a focus on engaging young learners, including a diverse population of **English as an Additional Language (EAL) students**.

Key responsibilities include:

- **Instruction & Curriculum Development:** Plan and deliver engaging music lessons across early years classes, integrating general music concepts with Suzuki-specific instruction.
- **Individualized Learning Support:** Develop tailored instructional strategies to support EAL students and ensure accessibility for all learners.
- **Assessment & Reporting:** Monitor, assess, and document student progress, providing clear feedback through quarterly **Parent-Teacher Conferences** and school **report cards**.
- **Collaboration & Curriculum Design:** Work closely with a team of **teacher-musicians** to refine and enhance the curriculum, ensuring a cohesive and enriching program.
- **Interdisciplinary Support:** Partner with **grade-level teachers** to align musical instruction with classroom learning, creating meaningful connections across subjects.

Schoolwide Coordinator of Music Programs

This leadership role ensures the seamless integration and excellence of the school's instrumental music offerings, spanning the **Lions Music Academy** and the **Music Activity Program**. The position requires a balance of strategic oversight, operational management, and community engagement to enhance students' musical experiences.

Key responsibilities include:

- **Leadership & Oversight:** Recruit, onboard, and supervise instrumental teachers while ensuring high-quality instruction and safeguarding compliance.
- **Program Development & Integration:** Strengthen connections between the Academy, co-curricular music activities, and the curriculum to provide a cohesive and enriching experience.
- **Operational Management:** Oversee daily operations, including scheduling, budgeting, equipment procurement, and staff supervision.
- **Concerts & Events:** Plan and execute school-wide musical events, ensuring professional production standards and meaningful performance opportunities.
- **Training & Compliance:** Coordinate ongoing professional development for staff and third-party vendors, covering Safeguarding, First Aid, and CPR.



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- **Community & Partnerships:** Build relationships with local musicians, venues, and vendors to expand performance and learning opportunities.
- Willingness to take on **additional duties** as delegated by the **Head of Student Activities and Principal**.

Additional Responsibilities & Skills

- Strong technological proficiency, including learning management systems.
- Willingness to take on additional duties as delegated by the Head of Student Activities and Principal.

Qualifications

Preferred

- Minimum 5 years, international school preferred
- Experience with PYP
- Experience Suzuki trained educator
- Master's degree in Education or relevant field preferred
- Experience in concert and event planning.

Required

- Bachelor's degree in Music or Education
- Professional certification
- Strong classroom management skills and strategies to successfully manage groups of students with a wide range of cultural backgrounds, learning styles, abilities, and needs
- Ability to teach, assess, grade, and report on student progress.
- Excellent verbal and written English communication skills.

Contacts

- Early Years Principal with Deputy Principals & Music team
- Head of Student Activities
- Other Stamford Teaching and Non-Teaching Staff
- Parents and Students and PTA

Working Conditions

Work Hours & Flexibility

- Follows school holiday calendar
- Requires **flexible scheduling**, including **evenings and weekends** for events, meetings, and program coordination.
- Balance of **synchronous (live) and asynchronous** responsibilities, with varying daily and weekly requirements.



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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.