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 (Academic or Pastoral), Elementary	Reference: OCT2026ES
Function/Department	Elementary School	Location: Stamford
Manager Name & Title	Principal, Elementary	
Position Type	Fixed Term	
Position Status	Full Time	

Position Objective

The Deputy Principal is a member of the Elementary Leadership Team. When necessary, the Deputy Principal may assume the role of the Principal, Elementary. The Deputy Principal is expected to take a school-wide perspective and contribute to the overall leadership of the Elementary School and support the school vision and mission, as well as the strategic intent and initiatives set forth by the school-wide Leadership Team.

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 Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional Safeguarding Manager so that a referral can be made accordingly to the relevant third part services.

Primary areas of responsibility & accountability:

- In conjunction with the School-wide leadership team, the Deputy implements the yearly goals and the strategic vision for the Elementary School, based on the overall school strategic plan
- Shares responsibility with the Principal, Elementary for teacher supervision and evaluation
- Communicates regularly with faculty, staff and parents to improve the student experience and retention rates
- Collaborates with the Principal, Elementary, Deputy Principal, Team Leaders and HoDs, Curriculum Team to work towards the goals of the Elementary Division of the school.
- Take a collaborative leadership role in the transition of students into the Woodleigh Campus Elementary Division of the school.
- Provide leadership and organization support for the Elementary excursions and incursions activities
- Provide instructional and curriculum leadership to support the development, implementation, and ongoing improvement of the World Languages and Bilingual programs, ensuring alignment with the school's educational goals and standards.
- Assumes day-to-day responsibility for the management of school wide routine discipline and student attendance
- Develops and maintains teaching schedules and duty rosters and monitor play areas for duty supervision
- Coordinates logistics for events
- Organize and oversees school events as requested (which includes developing schedules and coordinating facilities)
- Performs other assignments as required by the Principal, Elementary

Stamford American
INTERNATIONAL SCHOOL

JOB DESCRIPTION

Academic Focus:

- Serves as the primary point of contact for pedagogical leadership within the sub-school
- Directly accountable to the Sub-School Principal and the School-wide Leader for Pedagogical Improvement
- Upholds and continuously improves pedagogical standards through the leadership of sub-school curriculum leaders and teachers.
- Takes direct responsibility for driving instructional quality, curriculum coherence, assessment practice and evidence-informed teaching practices across the program
- Ensures all instructional initiatives are aligned with school-wide priorities
- Leads the implementation and subschool analysis of the Voice of the Learner (VOL)
- Achieves and reports on measurable evaluation and progress in teaching and learning

Pastoral Focus:

- Serves as the primary point of contact for pastoral leadership within the sub-school
- Directly accountable to the sub-school Principal and the School-wide Leader for Pastoral Care
- Takes direct responsibility for student wellbeing and safety, and the social-emotional development of learners across the program
- Upholds pastoral standards and ensures every student feels safe, supported, and valued through the leadership of sub-school pastoral leaders and teachers
- Leads and oversees the management of student behaviour and attendance, ensuring consistent application of school-wide expectations and timely intervention where needed
- Ensures all wellbeing initiatives are aligned with school-wide priorities
- Leads the implementation and subschool analysis of the Voice of the Student - Wellbeing (VOS)
- Achieves and reports on measurable evaluation and progress in student wellbeing

General:

- To teach any classes and provide teacher coverage as deemed necessary
- To provide campus coverage during holidays in liaison with administrative colleagues
- Serve on school-wide committees including but not limited to: Health and Safety, Safeguarding, Compliance, and Accreditation
- Perform other assignments as required by the Principal, Elementary

Position Requirements

Stamford American
INTERNATIONAL SCHOOL

JOB DESCRIPTION

- Ability to lead initiatives with staff to build school culture aligned with the school vision.
- At least 5 years of elementary homeroom teaching experience in a PYP context with experience in teaching Chinese literacy or as a language acquisition and 2 years of Leadership experience
- Strong organizational and communication skills
- Effective collaborator and team-member
- Excellent interpersonal and time management skills
- Strong problem-solving skills
- Strong written and verbal Bilingual – Mandarin & English skills, to support World Language and Bilingual programs with staff, students, and parents
- Positive attitude toward challenges
- Resilient - ability to manage workload depending on the demands of the job at various times throughout the year
- Exemplifies the Stamford Values – Courage, Ingenuity, Compassion, Integrity and the IB learner profile

Qualifications

- Teaching Qualification
- 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 Elementary curriculum, standards, pedagogy and structure

Contacts

- Works with the Principal, Elementary and Leadership Team across all areas of the Elementary School

Working Conditions

- Based at the Stamford American International School Woodleigh campus with occasional travel for the purpose of training/professional development.

Terms of Employment

- Working Hours 8:00 am – 5:00 pm, Monday to Friday
- Annual Leave 30 working days
- Medical Benefits: Medical insurance provided where applicable
- Sick/Hosp Leave: 60 days hospitalization leave including 14 days sick leave
- Probation Period: 3 months from date of commencement
- Referee request: Required
- Background check: Required

Use of Personal Data and Media Consent:

Stamford American
INTERNATIONAL SCHOOL

JOB DESCRIPTION

By applying for and/or accepting employment with Stamford American, the candidate/employee provides their consent to the collection, use, and disclosure of their personal data, including but not limited to their name, image, voice, photographs, and video recordings, by the school and its authorised representatives. Such personal data may be used, collected and/or disclosed for the school's internal records, administrative purposes, the purpose of entering into, managing or terminating the employment relationship and external communications such as marketing materials, social media platforms, newsletters, brochures, and other promotional or publicity-related content that support the legitimate business interests and objectives of the school.

Where such personal data or media content is used for promotional or marketing purposes, the resulting content shall be considered the intellectual property of the school. Employees are not permitted to reproduce, alter, repurpose, or distribute such content for any use other than its original, intended purpose without prior written consent from the school.

This consent shall remain valid and effective throughout the term of employment and beyond, unless otherwise stipulated by law. The school shall not be obliged to seek the employee's approval of any finished product wherein the employee's likeness appears.

This consent shall take effect from the employee's official start date of employment with the school.

For the avoidance of doubt, in the event that the employee withdraws consent for the school to use, disclose and/or publish their personal data for any purpose, the school shall not be required to cease using, recall, remove and/or take down personal data which is already publicly available or which had been published, disseminated, circulated prior to the withdrawal of consent.

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.