



## 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       | Grades 9-10 and MYP Coordinator, High School | Reference: OCT2026HS |
| Function/Department  | High School                                  | Location: Stamford   |
| Manager Name & Title | Principal, High School                       |                      |
| Position Type        | Fixed Term                                   |                      |
| Position Status      | Full Time                                    |                      |

#### Position Objective

To lead the quality of teaching and learning in Grades 9–10 through the effective implementation of the International Baccalaureate Middle Years Programme (MYP) and Stamford 9–10 courses. The coordinator ensures curricular coherence, teacher growth, and high standards of pedagogy, assessment, and reporting aligned with Stamford's Guiding Statements, Learning Principles, and Pedagogical Framework.

#### 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.

#### Leadership & Collaboration:

- Serve as an active member of the High School Pedagogical Leadership, Academic Leadership, and Senior Leadership Teams.
- Model the IB Learner Profile attributes and Stamford Values while promoting an inclusive, inquiry-driven learning culture and staff wellbeing.
- Collaborate with the Director of Teaching & Learning, Pathways Coordinator, Academic Programs Manager, and Heads of Department (HODs) to align programs and ensure smooth transitions.

#### Curriculum, Teaching & Learning:

- Oversee the design, documentation, alignment, and ongoing review of the written, taught, and assessed MYP and Grade 9–10 Stamford curriculum.
- Ensure curriculum units and assessments are inquiry-based, authentic, and aligned with IB MYP Standards and Practices.
- Facilitate collaborative reviews of unit plans and student work, while promoting High-Impact Teaching Strategies (H.I.T.S.), differentiation, and metacognition.



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- Align MYP assessment practices with subschool grading and reporting systems.

#### Professional Learning & Teacher Growth:

- Build teacher capacity through instructional coaching and shared pedagogical norms.
- Lead professional learning for MYP teachers focused on instructional excellence and assessment literacy.
- Design coaching cycles, mentor new MYP faculty, and promote collaborative professional inquiry informed by student data.

#### Programme Oversight & Compliance:

- Serve as the official IBMYP Coordinator, ensuring adherence to IB Programme Standards and Practices.
- Collaborate to meet all aspects of IB MYP compliance, evaluation, self-study, and accreditation visits.
- Oversee the implementation and monitoring of Community Engagement requirements.
- Educate students and families regarding course selection, language policies, and program pathways.

#### Data Management & Analysis:

- Collaborate with administration, coordinators, Heads of Department, and teachers to analyze student achievement trends and program performance.
- Provide strategic insights to leadership for ongoing planning and school improvement.

#### Position Requirements

- **Education & Credentials:** Bachelor's degree in Education or a relevant subject discipline, accompanied by a valid teaching certification or license.
- **Educational Expertise:** Minimum 5 years teaching in a secondary school environment
- **Operational Experience:** Minimum 3 years of academic operations management in a secondary school environment.
- **Program Expertise:** Demonstrated mastery of IB MYP Standards and Practices, inquiry-based unit design, criterion-related assessment, and language policy integration.
- **Instructional Coaching:** Proven ability to lead professional development, conduct classroom learning walks, mentor new faculty, and apply High-Impact Teaching Strategies (H.I.T.S.).
- **Safeguarding:** Full compliance with Cognita safeguarding and child protection requirements.

#### Preferences

- Master's degree in Educational Leadership, Curriculum and Instruction, or a related field.
- Prior experience as an MYP Coordinator
- Direct experience leading or facilitating an IB MYP self-study evaluation visit.
- IB Workshop Leader, Consultant, or School Visiting Team member status.
- Prior experience in a large, multicultural international school setting.



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#### Contacts

- HS Administration
- Curriculum Coordinators
- Academic Programs Manager
- Academic and College Counselors
- Registrar
- HS Office Staff
- Heads of Department
- HS Academic Staff
- Teaching and Learning Office

#### Working Conditions

- School Environment
- Working Hours 8:00am to 5:00pm, Monday to Friday, plus occasional staff meetings and trainings
- An additional 10 days of work outside the regular school year (e.g., 1 week after school ends and 1 week prior to orientation) required.

#### 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 the date of commencement
- Referee request: Required
- Background Check: Required

#### Use of Personal Data and Media Consent:

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



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data which is already publicly available or which had been published, disseminated, circulated prior to the withdrawal of consent.

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**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.**