



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	Pathways and IBDP 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 of Stamford's Grade 11–12 academic pathways, including the International Baccalaureate Diploma Programme (IBDP), Advanced Placement (AP), Stamford courses, and BTEC 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, 9-10 & MYP Coordinator, Academic Programs Manager, and HODs to align pathways and ensure smooth student transitions.

Curriculum, Teaching & Learning:

- Oversee the design, documentation, alignment, and ongoing review of the written, taught, and assessed DP, AP, Stamford, and BTEC curricula.
- Ensure learning and assessments are inquiry-based, authentic, and aligned with IB, College Board, and Pearson/Edexcel standards.
- Facilitate collaborative reviews of unit plans and student work, while promoting High-Impact Teaching Strategies (H.I.T.S.), differentiation, and metacognition.
- Align assessment practices across programs with subschool grading and reporting systems.



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- Build clarity and confidence in aligned and differentiated practices between programs and courses.

Professional Learning & Teacher Growth:

- Build teacher capacity through instructional coaching and shared pedagogical norms.
- Lead professional development for Grade 11–12 pathway teachers focused on instructional excellence and assessment literacy.
- Design coaching cycles, mentor new faculty and faculty new to certain programs, and promote collaborative professional inquiry informed by student data.

Programme Oversight & Compliance:

- Serve as official IB Diploma Programme Coordinator, ensuring adherence to IB Programme Standards and Practices.
- Maintain compliance with College Board AP Course Audits and Pearson/Edexcel BTEC quality assurance requirements.
- Oversee delivery of Grade 11–12 Core requirements, including TOK, CAS, Extended Essay (EE), and the Individualized Pathway Service Requirement.
- Collaborate to meet all program self-study and accreditation visit requirements.

Data Management & Analysis:

- Collaborate with administration, coordinators, Heads of Department, and teachers to analyze student achievement trends (DP/AP results, IA/EE feedback, internal assessments).
- Provide actionable insights to leadership to inform strategic pathway planning.

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.
- **Multi-Pathway Experience:** Teaching experience across at least two curricular programs
- **DP Core Oversight:** Proven experience supervising or managing the IBDP Core (Theory of Knowledge, Creativity, Activity, Service, and Extended Essay).
- **Coaching & Pedagogy:** Demonstrated ability to build teacher capacity through collaborative inquiry, student work analysis, assessment moderation, and instructional coaching.
- **Safeguarding:** Full compliance with Cognita safeguarding and child protection requirements.

Preferences

- Master's degree in Educational Leadership or International Education.
- Prior experience as an IB Diploma Programme Coordinator.



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- Leadership experience in more than one of the programs: IB Diploma Programme (IBDP) College Board Advanced Placement (AP) Course, Pearson/Edexcel BTEC, and US Common Core.
- Formal experience designing or managing flexible, multi-pathway high school graduation frameworks.
- IB Examiner, DP Workshop Leader, or College Board AP Consultant experience.

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

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| • 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 |

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.



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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.