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 (Korean), Middle/High School	**Reference:** OCT2025HS
Function/Department	Middle/High School World Languages Department	**Location:** Stamford Woodleigh Campus
Manager Name & Title	Middle School Principal	
Position Type	6 Month Fixed Term Contract (January - June 2027)	
Position Status	Full Time	

Position Objectives

To meet the school's mission and vision through the design and delivery of the IB MYP/DP, College Board AP, BTEC, and/or Stamford course programs
To engage a diverse student population in the target curriculum standards, recognizing and supporting their individual assets, identities, and needs
To support students' holistic development through a range of formal programs and other contributions
To support the Stamford community through communications and responsibilities with a range of stakeholders

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 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.

Supporting Student Learning as a Teacher

- Design and teach classes within the middle and high school, incorporating the target standards and the approaches of the relevant course program (MYP, AP, DP, Stamford Courses, BTEC), and aligned with agreed student outcomes
- Plan inclusive learning opportunities, designing structured and standards-based lessons and units which include a series of clear steps and transitions, activate prior knowledge, and include appropriate scaffolds and extensions to help each student to achieve challenging learning standards
- Create and facilitate learning opportunities which help to ensure that each student develops a sense of agency and makes personal connections with the curriculum
- Use a broad variety of instructional and assessment techniques to support and inspire learning for each student, including the use of learning technologies
- Implement effective assessment practices through collaborative planning and moderation
- Analyze and apply learnings from student data, such as MAP scores, external assessment data, and classroom assessment data, collaborating with colleagues as needed
- Providing clear, timely, actionable, and constructive feedback to students throughout the learning process
- Produce academic data, including reports and/or comments, in alignment with the Assessment and Reporting timeline published annually
- Support students with specific learning needs, including those receiving Student Support Department services, such as a learning accommodation plan and/or requiring an additional support teacher in class

Stamford American
INTERNATIONAL SCHOOL

JOB DESCRIPTION

- Support multilingual learners, including those receiving EAL program support
- Empower students to be responsible and to take action, developing independent learning skills and effective decision-making
- Establish and maintain inclusive learning environments which promote learning and a sense of belonging for each student
- Ensure that learning environments and professional work spaces are safe, well-managed, organized, and neatly presented
- Collaborate and communicate effectively with all stakeholders in order to effectively serve and support the learning and holistic development of each student, using school processes and platforms to do so as appropriate
- Contribute actively to department collaborative work, including aligned design and planning for shared courses
- Adhere to agreed meeting norms and essential agreements at all times, including showing respect, being prepared, and honoring time
- Ensure the thorough documentation of curricula units and other planning on the digital platform/s and within the timelines communicated by school administration

Supporting Student Holistic Development as an Advisor

- Serve daily as a pastoral advisor, which involves responsibility for the holistic academic and social-emotional well-being of the advisory students, and supporting Service and CAS processes
- Develop strong, positive relationships with students in your Advisory group, creating a supportive and inclusive environment
- Collaborate with Heads of Grade to adapt the Advisory curriculum to meet the needs of the advisory students
- Deliver an impactful advisory curriculum that addresses both the academic and the well-being needs of students and is in alignment with the school's scope and sequence, and academic lab expectations
- Serve as the primary point of communication for students, parents, and teachers regarding aspects of student progress and concerns
- Address, resolve, and document academic and behavioral concerns, working closely with parents and Heads of Grade
- Produce required documentation, such as log entries, term reports, wellbeing platforms, and goal setting, and contribute to documentation systems
- Liaise with various stakeholders within the division to promote student success both academically and personally

Actively Supporting the Stamford Community

- Ensure that students are safe and secure at all times, and abiding by the child safeguarding expectations of the school
- Develop trusting and effective positive relationships with students and their parents/guardians
- Establish and sustain supportive, collaborative, and positive working relationships with all other members of staff
- Communicate professionally with all community members
- Honor the school's DEI statement and commitment to hold ourselves and each other accountable for creating a community of belonging for all
- Be culturally and linguistically responsive and proactive with all community members
- Serve as a positive representative of Stamford across the whole school and a representative of the school within the wider community and at any off-site school events, such as conferences, tournaments, etc.
- Be flexible and open-minded in seeking solutions to challenges for students, parents, colleagues, and the school
- Understand and implement the expectations and policies established by Cognita and Stamford
- Support and enforce community expectations for students both within and outside of the classroom

Stamford American
INTERNATIONAL SCHOOL

JOB DESCRIPTION

- Be consistent in follow-through on expectations and agreed actions at the team, department, divisional, and schoolwide levels
- Participate in professional duties as necessary outside of the scope of the school day (E.G. Field Studies trips, professional development on weekends as needed, and after school meetings as required)
- Attend and actively participate in on-island or overseas Field Studies trips, providing support and guidance to students during these experiences
- Attend to supervision duties at break/lunch and/or other unstructured times in designated locations and times
- Lead an After School Activity, mentor a School Club, and/or coach Athletics at least once a week either during or after school
- Contribute to the college application process in collaboration with our Academic and College Counselors, including writing recommendation letters and communicating key messages to students and parents
- Participate in required Stamford and Cognita training sessions
- Serve as MYP Personal Project and/or Extended Essay Supervisor as needed
- Assist in internal sub coverage according to department needs
- Complete any other reasonable duties delegated by the School Management Team

Position Requirements

- Ability to teach Middle and High School Korean Language & Literature and Korean Language Acquisition
- At least 3 years of experience teaching Grade 6 - 12 students
- At least 3 years of relevant program (IBMYP/IBDP/AP) experience preferred
- Highly developed interpersonal and teamwork skills
- Excellent verbal and written English skills
- Excellent references on request
- Proficiency in using school systems and databases, communications platforms, and educational technology

Candidate preferences

- International school teaching experience preferred
- Curriculum development experience preferred
- Advisory/pastoral experience preferred
- Multilingual candidates preferred

Qualifications

- Minimum Bachelor's degree in Education or equivalent is required
- Professional current teacher licensure or certification is required
- Master's degree in a relevant field preferred

Contacts

- Other Stamford Teaching and Non-Teaching Staff
- Parents, Guardians and Students
- PTA (Parent Teacher Association).

Stamford American
INTERNATIONAL SCHOOL

JOB DESCRIPTION

Working Conditions

- Working hours 8am to 4:30pm, Monday to Friday, (until 5:00 pm on Wednesdays), plus occasional staff meetings and trainings beyond these hours
- Professional duties as necessary outside of the scope of the school day (E.G. Field Studies trips, professional development on weekends as needed, and after school meetings as required)
- Non-student days for professional learning and collaborative work are an expected part of the school calendar (please refer to the website to see the school calendar)

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

Stamford American
INTERNATIONAL SCHOOL

JOB DESCRIPTION

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, SAIS' holding 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.