



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	Teaching Assistant, Early Years	Reference: JUL2026ELV
Function/Department	Early Years	Location: Stamford
Manager Name & Title	Principal, Early Years	
Position Type	Fixed Term	
Position Status	Full Time	

Position Objective

The role of the **Teaching Assistant** is essentially to assist the Teachers in the delivery of the education program within the classroom and support the activities within and outside the classroom to ensure students are safe, happy and learning in a positive and nurturing environment.

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 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.

Relationships:

- Developing trusting and effective relationships with the all the children in the class and their parents
- Establishing supportive and positive working relationships with all other members of staff
- Becoming a presence across the whole school and a representative of it within its wider community

Educational role:

- Working in close partnership with the class teacher to establish an appropriately child-centered learning environment for the children
- Participating fully in the preparation, planning and delivery of child-centered learning activities for the children in the class
- Under the direction of the class teacher, working with individuals and groups of children
- Under the direction of the teacher, helping to ensure that the classroom environment is well-managed, properly ordered and neatly presented

Extended professional role:

- Contributing towards the whole-school team spirit by taking every opportunity to promote the philosophy and policies of the Stamford American International School
- Taking responsibility for the class teacher during times of emergency
- Supervising the children at break/lunch and other unstructured times
- Assisting with the children's safe use of school transport arrangements
- Ensuring that the children are safe and secure at all times



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General: <ul style="list-style-type: none">To provide any other reasonable duties delegated by the School Management
Position Requirements <ul style="list-style-type: none">Ability to work under pressure and use of initiative is essential.Possess highly developed interpersonal and teamwork skill.Excellent verbal and written English skills.Good references on request.Proficient in using computers.
Qualifications <ul style="list-style-type: none">At least 1 year of experience in working with children or relevant educational certificate/diploma required
Contacts <ul style="list-style-type: none">Other Stamford Teaching and Non-Teaching StaffParents and StudentsPTA
Working Conditions <ul style="list-style-type: none">School Environment – Stamford's Early Learning VillageWorking hours 8am to 4:30pm, Monday to Friday, plus occasional staff meetings and trainingsSchool holidays are paid and free except staff days and training days (please refer to the website to see the school calendar with school holiday dates)
Terms of Employment <ul style="list-style-type: none">Medical Benefits: Medical insurance provided where applicableSick Leave/Hosp: 60 days hospitalization leave including 14 days sick leaveProbation Period: 3 months from date of commencementReferee request: RequiredBackground Check: Required
Use of Personal Data and Media Consent: <p>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.</p> <p>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.</p>



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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.

Acknowledgement and Consent

I, the undersigned, acknowledge that I have read and understood the above clause, and I hereby give my consent as described.

Full Name: _____

NRIC/FIN: _____

Signature: _____

Date: _____

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.