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, Elementary	Reference: AUG2025ES
Function/Department	Elementary	Location: Stamford
Manager Name & Title	Dean of Students, Elementary	
Position Type	Permanent	
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 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.

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 engagements for the children in the class
- Under the direction of the class teacher and the grade level team, 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 or absence
- Supervising the children at break/lunch and other unstructured times
- Supporting transitions between lessons
- Assisting with the children's safe use of school transport arrangements

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- Ensuring that the children are safe and secure at all times

General:

- To provide any other reasonable duties delegated by the School Management

Position Requirements

- 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 technology to support teaching and learning
- Passionate about working with young children
- Demonstrates the Stamford Values – Integrity, Courage, Ingenuity and Compassion

Qualifications

- At least 1 year of experience in working with children or relevant educational certificate/diploma required

Contacts

- Other Stamford Teaching and Non-Teaching Staff
- Parents and Students
- PTA

Working Conditions

- School Environment
- Working hours 8am to 4:30pm, Monday to Friday, plus occasional staff meetings and trainings
- School 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

- 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

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.