



## 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 (Spanish), Middle School	Reference: Oct25MSSpanish
Function/Department	Middle School - Spanish Department	Location: Woodleigh Campus
Manager Name & Title	Principal, Middle School	
Position Type	Fixed Term	
Position Status	Full Time	
Position Objective		
The role of the Spanish Teacher is essentially to build and maintain a successful Spanish program within the school by providing an educational atmosphere conducive to learning and developing through the process of inquiry and in conjunction with the International Baccalaureate PYP, MYP and DP programs.		
Responsibilities		
<b>The job holder’s responsibility for promoting and safeguarding the welfare of children and young person’s for whom the job holder is responsible, or with whom the job holder comes 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, the job holder 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.</b>		
Relationships:		
<ul style="list-style-type: none"><li>● Developing trusting and effective relationships with the all the children in the class and their parents</li><li>● Establishing supportive and positive working relationships with all other members of staff</li><li>● Becoming a presence across the whole school and a representative of it within its wider community</li><li>● Working in close partnership with the classroom teachers, Spanish Teachers and the leadership team in ensuring a professional, creative and enjoyable environment</li></ul>		
Educational role:		
<ul style="list-style-type: none"><li>● Developing and executing the preparation, planning and delivery of child-centered learning activities for the children in the class</li><li>● Being a facilitator in the classroom and taking an interactive role with students</li><li>● Using a range and balance of teaching strategies</li><li>● Grouping strategies using a variety of different learning situations, including whole class, small group, partner work and individual work at desks, on the floor, etc.</li><li>● Viewing students as thinkers with their own emerging theories</li><li>● Building on what students know, and differentiating to meet student needs</li><li>● Ensuring that the classroom environment is well-managed, properly ordered and neatly presented</li><li>● Planning to ensure that ‘students achieve more than they think they can’, by collecting and using data, and other formative and summative assessments</li><li>● Planning which emphasizes connections among curriculum areas and explicitly focuses on trans-disciplinary skills and the essential elements of PYP, MYP and DP</li><li>● Planning which accommodates a range of ability levels and learning styles; teachers are expected to modify and accommodate for students as needed, i.e. student support services, students who are struggling as well as students who need more of a challenge</li><li>● Planning in a collegial and professional manner with peers, showing respect, being prepared and on time, and adhering to the school wide meeting norms and team’s essential agreements at all times</li></ul>		



# Stamford American INTERNATIONAL SCHOOL

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- Involving students, parents and colleagues in the assessment process on a regular basis and as appropriate
- Involving students in shared reflection during, and at the end of, each unit, on a consistent basis
- Evaluating the program collaboratively with teaching partners, and parents and students as appropriate, using agreed flexible systems

### 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 during times of emergency
- Supervising the children at break/lunch and other unstructured times
- Ensuring that the children are safe and secure at all times
- Communicating regularly and positively with parents via timely meetings, class webs, reports and conferences.

### General:

- To teach any classes as deemed necessary.
- To provide any other reasonable duties delegated by the School Management

### Position Requirements

- At least 3 years of experience in working with children as a Spanish teacher with relevant qualifications
- MYP experience is preferred
- Curriculum development knowledge is required
- Possess highly developed interpersonal and teamwork skill.
- Excellent verbal and written English skills
- Good references on request
- Proficient in using computers
- Demonstrates the Stamford Values – Integrity, Courage, Ingenuity and Compassion

### Qualifications

- Minimum Bachelor's degree in Education or equivalent is required
- Master's degree in relevant field preferred
- Professional current teacher licensure or certification is 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 (until 5:00 pm on Mondays)
- 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 /Hospitalisation Leave: 60 days hospitalization leave including 14 days sick leave
- Probation Period: 3 months from date of commencement
- Referee request: Required
- Background Check: Required



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### 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.

### 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.



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INTERNATIONAL SCHOOL

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