



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	Head of Safeguarding	Reference: DEC2025SG
Function/Department	Superintendent Office	Location: SAIS Woodleigh
Manager Name & Title	Superintendent	
Position Type	Fixed Term	
Position Status	Full Time	

Position Objective

The Head of Safeguarding provides **strategic leadership and oversight** of all safeguarding and child protection functions across Stamford American International School. The role is responsible for ensuring that safeguarding systems, policies, and practices meet the highest international standards and comply with Cognita's safeguarding framework and local Singapore regulations.

The Head of Safeguarding will be a visible and influential leader who fosters a proactive, confident, and positive safeguarding culture across the whole school. They will ensure that safeguarding is embedded into all aspects of school life, providing professional leadership to the Safeguarding Team, oversight of case management, and expert consultation.

This role requires a highly experienced safeguarding professional who can balance operational decision-making with strategic development, ensuring that students' safety and well-being are at the heart of every policy, process, and partnership.

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 Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional Safeguarding Manager so that a referral can be made accordingly to the relevant third part services.

Strategic Leadership

- Provide strategic leadership for all safeguarding and child protection work across the school.
- Lead the design, implementation, and review of safeguarding policies and procedures in line with Cognita and local regulatory requirements.
- Line manage Safeguarding Coordinator and Guardianship Liaisons
- Lead and Oversee the Safeguarding Team, including Sub-school Designated Safeguarding Leads (DDSLs), ensuring consistent practice and strong communication across divisions.
- Champion the development of a whole-school safeguarding culture where staff, students, and parents understand their roles and responsibilities in keeping children safe.
- Serve as the school's strategic lead for adult safeguarding, ensuring effective risk management, governance oversight, and staff education on professional conduct and boundary management.
- Represent the school in Cognita Asia's regional safeguarding network and contribute to Cognita's ongoing development of safeguarding standards.



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Operational Oversight and Case Management

- Provide professional supervision, guidance, consultation and oversight for the Safeguarding Coordinator and divisional DDSs.
- Oversee and Audit case triage and management of safeguarding cases, ensuring timely and appropriate action for incidents ranging from early help to complex child protection concerns.
- Provide strategic oversight and governance for all cases involving adults who may pose a risk to children. This includes ensuring robust systems are in place for reporting, assessing, managing, and reviewing such cases in accordance with Cognita and local safeguarding requirements. The Head of Safeguarding will provide professional supervision to the Safeguarding Coordinator, ensure accountability in decision-making, and liaise with senior leadership and external agencies as needed to ensure the highest standards of practice and transparency.
- In collaboration with Safeguarding Coordinator and DDSs, liaise with external agencies including Child Protective Services, the police, and community partners to ensure effective case coordination and follow-up.
- Ensure accurate, confidential, and compliant record-keeping and data management using CPOMS, including quality assurance audits and analysis of safeguarding data trends.
- Review and sign off all high-risk cases and ensure escalation to senior leadership where required.

Training, Education & Culture Building

- Lead the strategic planning and delivery of safeguarding training for all staff, ensuring compliance with Cognita standards and alignment with international best practice.
- Oversee and support community education initiatives in partnership with the Head of Community Engagement, including parent and student safeguarding education.
- Mentor and professionally develop members of the Safeguarding Team, promoting continuous learning and reflective practice.
- Support the integration of safeguarding themes into the curriculum, pastoral programs, and co-curricular learning.
- Lead safeguarding communications across the school community, ensuring transparency and clarity of expectations.

Governance, Compliance & Reporting

- Lead the preparation and delivery of the annual Proprietor's Safeguarding Review, and oversee the implementation of recommendations.
- Maintain up-to-date knowledge of international and local safeguarding legislation, ensuring the school remains compliant and aligned with emerging best practice.
- Act as the key liaison for Cognita's regional safeguarding audits and inspections.
- Ensure all safeguarding policies, handbooks, and communication materials are current, consistent, and accessible.

Position Requirements

- Minimum 5 years' experience in a senior safeguarding or child protection leadership role, ideally within an international or multi-school setting.
- Proven experience in managing complex safeguarding cases and leading multidisciplinary teams.
- Exceptional interpersonal and communication skills with the ability to influence, advise, and build trust at all levels.
- Demonstrated ability to lead organizational change, develop strategy, and embed safeguarding culture.



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- Comprehensive understanding of child protection frameworks, including managing allegations against adults and risk management.
- Strong analytical and reporting skills with the ability to interpret safeguarding data and present findings to leadership and governance bodies.
- Demonstrated ability to work sensitively across diverse cultural contexts.

Qualifications

- Degree qualification in social work, child welfare, or counseling; and/or significant experience within a Safeguarding role.
- 5 years' experience working in a safeguarding role in a school or with a school. International School experience is preferred.
- Advanced training or certification in child protection/safeguarding leadership.

Contacts

- Superintendent and Deputy Superintendent
- Cognita Asia Regional Safeguarding Manager
- Sub-School DDSLs
- School Leadership Team
- Safeguarding Coordinator and Guardianship Liaisons
- Academic and Operational Staff
- Parents, Students, and External Agencies

Working Conditions

- Non-teaching role
- Out of hours support may be required

Terms of Employment

- Working Hours: 8:00 am – 5:00 pm, Monday to Friday
- Annual Leave: 25 working days
- Medical Benefits: Medical insurance provided where applicable
- Sick/Hosp Leave: 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.



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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.