



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	Academic Programs Manager, High School	Reference: OCT2026HS
Function/Department	High School	Location: Stamford
Manager Name & Title	Principal, High School	
Position Type	Fixed Term	
Position Status	Full Time	

Position Objective

To manage the operational, reporting, data, and analytical systems supporting the High School's academic programs. The manager ensures accuracy, efficiency, and compliance with Stamford's pedagogical and leadership frameworks, while directly executing administrative operations for IB, AP, and BTEC programs.

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 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.

Leadership & Operational Support:

- Serve as a member of the High School Pedagogical, Academic, and Senior Leadership Teams.
- Collaborate with the Principal, HODs, Coordinators, and Counseling Team to align academic operational systems with strategic goals.
- Support communication across departments to maintain operational consistency.

Exam Administration & Compliance:

- Manage internal and external examination calendars, registrations, schedules, room allocations, invigilation, technology, and logistics for both internal and external examination sessions.
- Oversee compliance documentation and submit timely data reports to IBO, College Board, Pearson/Edexcel, and Cognita.

Data Systems, Reporting & Transcripts:

- Develop and maintain academic data integrity across platforms, including dashboards, ManageBac, and iSAMS.
- Manage internal and external reporting cycles, including report card distribution
- Collaborate with the Registrar on transcript reviews, credit audits, and graduation credit tracking (Grades 9–12).
- Build and analyze dashboards on student achievement trends to inform school improvement initiatives.
- Partner with Academic and College Counselors and the Pathways Coordinator on university reporting data accuracy.



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Scheduling & Resource Management:

- Support scheduling for new students, program transfers, and course selection cycles in collaboration with the Academic and College Counselors.
- Manage scheduling and logistics for special academic initiatives and events
- Assist HODs in requesting, inventorying, and managing core program learning resources.

Professional Development & Systems Onboarding:

- Coordinate divisional professional development calendars, external workshop registrations, and accreditation training tracking in collaboration with the HS Administration and the Teaching and Learning Office
- Log teacher PD participation aligned with IB/AP/BTEC accreditation requirements in collaboration with the the Teaching and Learning Office
- Lead technical onboarding for new teachers on school academic software and reporting systems.

Position Requirements

- **Education:** Bachelor's degree in Educational Administration, Data Systems/Analytics, or a related field.
- **Educational Expertise:** Minimum 5 years teaching in a secondary school environment
- **Operational Experience:** Minimum 3 years of academic operations management in a secondary school environment.
- **Technical & Platform Mastery:** Advanced proficiency in school information systems (SAMS, ManageBac), master scheduling software, and credit tracking databases.
- **Exam Administration:** Hands-on experience managing external examination logistics, candidate registrations, and compliance reporting.
- **Data & Analytics:** Demonstrated expertise in constructing data dashboards, executing transcript reviews, and conducting student achievement trend analyses.
- **Safeguarding:** Full compliance with Cognita safeguarding and child protection requirements.

Preferences

- Master's degree in Educational Management, Information Systems, or Data Analytics.
- Proven track record building complex secondary master timetables and facility allocation plans.
- Prior administrative leadership experience within an international school offering multiple curriculum frameworks.



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- HS Administration
- Curriculum Coordinators
- Academic and College Counselors
- Registrar
- HS Office Staff
- HS Academic Staff

Working Conditions

- School Environment
- Working Hours 8:00am to 5:00pm, Monday to Friday, plus occasional staff meetings and trainings
- An additional 10 days of work outside the regular school year (e.g., 1 week after school ends and 1 week prior to orientation) required.

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.



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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.