



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	School Counselor (Early Years), SSD	Reference: OCT2025SSD
Function/Department	Student Support Services	Location: Stamford
Manager Name & Title	Director of Student Support Department	
Position Type	Fixed Term	
Position Status	Full Time	

Position Objective

The Student Support Department (SSD) is looking for a highly qualified school counsellor to join our team of multi-disciplinary professionals. This position implements a comprehensive school counselling program which utilizes a Multi-Tiered System of Supports (MTSS) model by serving as a student advocate and working collaboratively to foster students’ academic achievement and social-emotional wellbeing.

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.

Provides a wide range of services to students, their families, and teachers. Establishes positive, safe, and trusting relationships with students, their families, and teachers

- Provides short-term counseling services to students with social-emotional concerns
- Facilitates small-group counseling services and other Tier 2 programs (i.e., CICO)
- Consults with families, faculty and staff by serving as an advocate for the child
- Establishes and maintains ongoing professional collaboration with service providers on and off campus in order to coordinate wraparound services for students at the tertiary level of support services

Regularly assesses students’ social-emotional needs within the school environment

- Utilizes classroom observations, interview/rating scales, and family questionnaires as needed to identify student need, modify supports, and report progress to parents, faculty, staff, and administration
- Summarizes assessment results and incorporates information into Student Support Plans

Offers consultation to teachers, parents, and other service providers in order to promote social emotional wellbeing for all students

- Participates on a multi-disciplinary team of professionals by utilizing a problem-solving approach
- Prepares and disseminates professional resources according to student need
- Offers ongoing support to faculty, staff, and parents to improve students’ overall school experience



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Serves as a case manager for students receiving support services

- Gathers relevant background information related to students' academic and/or social needs
- Maintains updated and accurate student files which adhere to high levels of confidentiality
- Coordinates, facilitates, and maintains records on meetings with parents, teachers, and internal/external service providers

Serves as a primary contact for school crisis and/or safeguarding concerns

- Provides a confidential avenue for identifying and responding to potential threats to child safety
- Assumes a key role on school-wide and divisional crisis response teams
- Documents communication and events surrounding child protection issues and coordinates with administration and external agencies as needed

Participates and organizes school-wide program development to promote social-emotional wellbeing

- Participates in and provides support for the Advisory Program/Social-Emotional Curriculum
- Prepares and delivers parent education training, faculty presentations and/or school or grade-level assemblies
- List key work activities to achieve this position's objective. Limit to current essential duties and responsibilities.
- List in descending order of importance and preferably indicate percentage of time spent
- Use clear and concise language
- Closely related duties should be grouped together
- List duties that are infrequent and/or perform other duties as assigned or required

Position Requirements

- Minimum 3 years of experience working in schools as a school counsellor, social worker, or school psychologist
- Exceptional interpersonal communication and professional collaboration skills
- Must demonstrate flexibility, strong work habits, and a positive attitude
- Strong organizational skills and excellent command of the English language
- Proficiency in using computers and other forms of technology
- Strong references and attendance record
- Demonstrates the Stamford Values – Courage, Ingenuity, Compassion, Integrity
- Knowledge and/or experience providing school counselling support within an MTSS (or Rtl) Model
- Knowledge and/or experience with the standards and practices of the American School Counsellors Association and/or International School Counsellors Association
- Mandarin fluency preferred to communicate with Mandarin speaking students and parents.

Qualifications

Required:

- Advanced degree in School Counseling, Social Work, Counseling Psychology, School Psychology and/or related field
- Previous training and/or certification in school counseling, school-based social work, or school psychology
- Previous training and/or experience working with secondary-aged students

Preferred:

- Previous and current training in child protection and/or safeguarding issues



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- 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

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, SAIS' holding 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.