



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	Music & Drama Teacher, Elementary & Middle School	Reference: 260316
Function/Department	Academic	Location: Hong Kong
Manager Title	Head of School and Principal(s)	
Position Type	Fixed Term	
Position Status	Full Time	

Position Objective

The role of the Specialist Teacher is essentially to build and maintain a successful specialist program within the school by providing an educational atmosphere conducive to learning and developing through the process of inquiry.

Responsibilities

Teaching & Learning

- Design and deliver inquiry driven lesson.
- Plan inclusive lessons with clear scaffolds, extensions, and transitions that activate prior knowledge and support all learners
- Foster student agency through curriculum connections and varied instructional techniques, including learning technologies
- Implement collaborative assessment practices, including planning and moderation
- Analyze student data (MAP scores, external assessments, classroom data) to inform instruction
- Provide timely, actionable, and constructive feedback throughout the learning process
- Complete academic reporting in alignment with published timelines
- Support students with learning accommodations, EAL services, and additional support needs
- Develop student independence, decision-making skills, and sense of responsibility
- Establish inclusive, safe, well-organized learning environments that promote belonging
- Collaborate with stakeholders using school platforms to support student learning and development
- Contribute to department collaborative work, including aligned course design and planning
- Document curriculum units on digital platforms within established timelines
- Adhere to meeting norms and essential agreements

Advisory & Pastoral Care

- Serve as daily pastoral advisor for a group of students, supporting their academic and social-emotional well-being
- Build strong, positive relationships within your advisory group, creating a supportive and inclusive environment
- Deliver advisory curriculum aligned with CASEL framework, school scope and sequence, and academic lab expectations
- Adapt advisory programming in collaboration with Heads of Grade to meet student needs
- Serve as primary contact for students, parents, and teachers regarding student progress and concerns
- Address and document academic and behavioral concerns in partnership with parents and Heads of Grade
- Complete required documentation (log entries, reports, wellbeing platforms, goal setting)



- Support Service and CAS processes
- Liaise with divisional stakeholders to promote student success

Community Engagement & Professional Responsibilities

- Uphold child safeguarding expectations at all times
- Build trusting relationships with students, parents/guardians, and colleagues
- Communicate professionally and be culturally and linguistically responsive with all community members
- Honor the school's DEI statement and commitment to creating a community of belonging
- Represent Stamford positively across the school and in the wider community
- Understand and implement Cognita and Stamford expectations and policies
- Support and enforce community expectations consistently across all settings
- Participate in duties outside regular school hours, including Field Studies trips, weekend professional development, and after-school meetings as needed
- Attend and support on-island or overseas Field Studies trips
- Complete supervision duties during break, lunch, and unstructured times
- Lead an After School Activity, mentor a High School Club, and/or coach Athletics at least once weekly
- Support the college application process, including writing recommendation letters and communicating with students and families
- Participate in required Stamford and Cognita training sessions
- Serve as MYP Personal Project and/or Extended Essay Supervisor as needed
- Assist with internal substitute coverage according to department needs

Position Requirements

- At least 3 years of experience in working in a Middle School
- Possess highly developed interpersonal and teamwork skills.
- Excellent verbal and written English skills
- Excellent references on request
- Proficiency in using school data systems, communication platforms, and educational technology

Candidate preferences

- International school teaching experience preferred
- MYP experience preferred
- Curriculum development experience preferred
- Advisory/pastoral experience preferred
- Multilingual candidates preferred

Qualifications

- Minimum Bachelor's degree in Education or equivalent is required.

Preferred:

- Master's degree in Education
- MYP/IBDP experience for teachers
- WIDA Trained
- SIOP trained



Contacts	
<ul style="list-style-type: none"> • Other Stamford Teaching and Non-Teaching Staff • Parents and Students • PSA 	
Working Conditions	
<ul style="list-style-type: none"> • School Environment • 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) • Will be required to work independently and as part of a collaborative team effort. • Extended working hours to complete some projects may be required Identify the working conditions and physical demands related to the essential duties – working outdoors, travel, and overtime. 	
Terms of Employment	
<ul style="list-style-type: none"> • Working Hours • Medical Benefits: • Probation Period: • Pre-medical exam: • Referee request: • Background Check: 	<p>7:15 am – 4:15 pm, Monday to Friday, plus occasional staff meetings and trainings</p> <p>Group medical insurance provided the applicant is not currently covered</p> <p>3 months from date of commencement</p> <p>N.A.</p> <p>Required</p> <p>Required</p>
Safeguarding	
<p>The job holder’s responsibility for promoting and safeguarding the welfare of children and young person’s for whom s/he is responsible, or with whom s/he comes 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, s/he must report any concerns to the School’s Designated Safeguarding Lead or to the Head of School or indeed to the Regional CEO or Safeguarding Manager - Asia so that a referral can be made accordingly to the statutory services.</p>	