



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.



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Serves as a case manager for students receiving support services

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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-



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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
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

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