



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	Teacher (Humanities), High School	Reference: NOV2024HS
Function/Department	High School Humanities Department	Location: Stamford Woodleigh Campus
Manager Name & Title	High School Principal	
Position Type	Fixed Term	
Position Status	Full Time	

Position Objectives

- u Stamford course programs
To engage a diverse student population in the target curriculum standards, recognizing and supporting their individual assets, identities, and needs
- u To support the Stamford community through communications and responsibilities with a range of stakeholders

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 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.

Supporting Student Learning as a Teacher

- Design and teach classes within the high school, incorporating the target standards and the approaches of the relevant course program (MYP, AP, DP, Stamford Courses, BTEC), and aligned with agreed student outcomes
- Plan inclusive learning opportunities, designing structured and standards-based lessons and units which include a series of clear steps and transitions, activate prior knowledge, and include appropriate scaffolds and extensions to help each student to achieve challenging learning standards
- Create and facilitate learning opportunities which help to ensure that each student develops a sense of agency and makes personal connections with the curriculum
- Use a broad variety of instructional and assessment techniques to support and inspire learning for each student, including the use of learning technologies
- Implement effective assessment practices through collaborative planning and moderation
- Analyze and apply learnings from student data, such as MAP scores, external assessment data, and classroom assessment data, collaborating with colleagues as needed
- Providing clear, timely, actionable, and constructive feedback to students throughout the learning process
- Produce academic data, including reports and/or comments, in alignment with the Assessment and Reporting timeline

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published annually

Support students with specific learning needs, including those receiving Student Support Department services, such as a learning accommodation plan and/or requiring an additional support teacher in class

Support multilingual learners, including those receiving EAL program support

Empower students to be responsible and to take action, developing independent learning skills and effective decision-making

Establish and maintain inclusive learning environments which promote learning and a sense of belonging for each student

Ensure that learning environments and professional work spaces are safe, well-managed, organized, and neatly presented

Collaborate and communicate effectively with all stakeholders in order to effectively serve and support the learning and holistic development of each student, using school processes and platforms to do so as appropriate

Contribute actively to department collaborative work, including aligned design and planning for shared courses

Adhere to agreed meeting norms and essential agreements at all times, including showing respect, being prepared, and honoring time

Ensure the thorough documentation of curricula units and other planning on the digital platform/s and within the timelines communicated by the high school administration

Supporting Student Holistic Development as an Advisor

Serve daily as a pastoral advisor, which involves responsibility for the holistic academic and social-emotional well-being of the advisory students, and supporting Service and CAS processes

Develop strong, positive relationships with students in your Advisory group, creating a supportive and inclusive environment

Collaborate with Heads of Grade to adapt the Advisory curriculum to meet the needs of the advisory students

Deliver an impactful advisory curriculum that addresses both the academic and the well-being needs of students and is in alignment with the school's scope and sequence, the CASEL framework, and academic lab expectations

Serve as the primary point of communication for students, parents, and teachers regarding aspects of student progress and concerns

Address, resolve, and document academic and behavioral concerns, working closely with parents and Heads of Grade

Produce required documentation, such as log entries, term reports, wellbeing platforms, and goal setting, and contribute to documentation systems

Liaise with various stakeholders within the division to promote student success both academically and personally

Actively Supporting the Stamford Community

Ensure that students are safe and secure at all times, and abiding by the child safeguarding expectations of the school

Develop trusting and effective positive relationships with students and their parents/guardians

Establish and sustain supportive, collaborative, and positive working relationships with all other members of staff

Communicate professionally with all community members

Ensure that all community members are treated with respect and dignity

Contribute to a positive and inclusive community of belonging for all

Be culturally and linguistically responsive and proactive with all community members

Serve as a positive representative of Stamford across the whole school and a representative of the school within the wider community and at any off-site school events, such as conferences, tournaments, etc.

Be flexible and open-minded in seeking solutions to challenges for students, parents, colleagues, and the school

Understand and implement the expectations and policies established by Cognita and Stamford

Support and enforce community expectations for students both within and outside of the classroom

Be consistent in follow-through on expectations and agreed actions at the team, department, divisional, and schoolwide levels

Participate in professional duties as necessary outside of the scope of the school day (E.G. Field Studies trips, professional development on weekends as needed, and after school meetings as required)

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Attend and actively participate in on-island or overseas Field Studies trips, providing support and guidance to students during these experiences

Attend to supervision duties at break/lunch and/or other unstructured times in designated locations and times

Lead an After School Activity, mentor a High School Club, and/or coach Athletics at least once a week either during or after school

Contribute to the college application process in collaboration with our Academic and College Counselors, including writing recommendation letters and communicating key messages to students and parents

Participate in required Stamford and Cognita training sessions

Serve as MYP Personal Project and/or Extended Essay Supervisor as needed

Assist in internal sub coverage according to department needs

Complete any other reasonable duties delegated by the School Management Team

Position Requirements

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Probation Period:	3 months from the date of commencement
Referee request:	Required
Background Check:	Required

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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.