

When to use this form: A Job Description is a summary of a job analysis and is used to assist managers determine an existing or prospective role. Seek HR advice if assistance is required. This form is to be completed by managers who are undertaking:

- Recruitment
- Role and responsibility review of existing jobs
- Performance Management and Assessment of employees
- Training review and assessment
- Compensation & benefits review

Answers should be concise and to the point and it should describe the job as it is now and for the foreseeable future.

Where to send this form: Form can be emailed or sent to the HR Department.

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	Elementary School Assistant Principal	Reference: (190717)
Function/Department	Elementary School	Location: Stamford American School, Hong Kong
Manager Title	Elementary Principal	
Position Type	Fixed Term	
Position Status	Full Time	

Position Objective

The Elementary School Assistant Principal is a member of the Senior Management Team. When necessary, the Assistant assumes the role of the Elementary School Principal. He or she is expected to take a school-wide perspective and contributes to the overall leadership of the Elementary School and supports the school vision and mission, as well as the strategic intent and initiatives set forth by the school-wide Leadership Team.

The curriculum is inquiry-based and American standards and benchmarks are used as a foundation. Stamford is committed to preparing students for the future and there is a focus on Science, Technology, Engineering, Math and Innovation (STEMInn).

Responsibilities

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 Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services.

Primary areas of responsibility & accountability:

- Participates as a member of the Elementary Management Team.
- In conjunction with the Elementary School Principal, the Assistant implements the yearly goals and the strategic vision for the Elementary School, based on the overall school strategic plan.
- Works in collaboration with the Leadership Team to maintain, develop and implement policies and practices
- Shares responsibility with the Elementary School Principal for teacher supervision and evaluation
- Takes responsibility for the supervision and evaluation of Elementary Teaching Assistants
- Communicates regularly with faculty, staff and parents
- Shares responsibility to improve instructional practices by adhering to a coaching model.

- Assumes day-to-day responsibility for the management of school wide routine discipline, student attendance and student wellbeing
- May help with the coordination and supply of relief teachers
- Supervises books, instructional materials and supply orders
- May help with development and maintenance of teaching schedules and duty rosters
- Oversees school events as requested (which includes developing schedules)
- Collaborating with the Leadership Team, Supports the growth of staff by developing and implementing professional development in support of the school's goals
- Supports the curriculum development, alignment and implementation
- Performs other assignments as required by the Elementary School Principal

- **General:**
- To teach any classes and provide teacher coverage as deemed necessary
- To provide campus coverage during holidays in liaison with administrative colleagues
- Any other reasonable duties delegated by the Elementary School Principal

Position Requirements

- Highly developed interpersonal and collaboration skills.
- Strong organizational and management skills
- An optimistic problem solver with an open-minded outlook
- Articulate communication skills with the ability to connect with all stakeholder groups, including students, staff, parents and administrators.
- Exemplifies the IB learner profile – knowledgeable, inquirer, open-minded, principled, caring, communicator, risk taker, thinker, balanced, reflective
- Future ready, demonstrating global citizenship
- Extremely flexible and Resilient - able to work long hours depending on the demands of the job at various times throughout the year

Qualifications

- Teaching Qualification and teaching experience
- Master's degree or equivalent in educational leadership (preferred)
- Thorough knowledge of the inquiry-based teaching and learning, and the use of U.S standards and benchmarks
- An extensive background in Elementary School curriculum, standards, pedagogy and structure

Contacts

- Works with the Elementary Principal and Leadership Team across all areas of the Elementary School.

Working Conditions

- Based at the Stamford American School campus
- Will be required to work independently and as part of a collaborative team effort
- Extended Working hours to complete some projects may be required

Terms of Employment

- Working Hours: 7:30 am – 4:30 pm, Monday to Friday
- Medical Benefits: Group medical insurance provided the applicant is not currently covered

- Probation Period: 3 months from date of commencement
- Pre-medical exam: N.A.
- Referee request: Required
- Background Check: Required

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