



Position Title	Guardianship Liaison	Reference: JUN2024SG
Function/Department	Superintendent office	Location: Woodleigh Campus
Manager Name & Title	Head of Safeguarding	
Position Type	Permanent	
Position Status	Full Time	



At Stamford, we are committed to ensuring the safety and well being of all students living in Singapore without their parents.

The Guardianship Liaison supports the communication and relationship between Guardians, Parents and Stamford American International School. The Liaison serves as a partner with the Admissions team, and Secondary School academic and pastoral team to provide safe, effective, and comprehensive support for students.



Family and Student Engagement:

- Develop positive relationships with guardianship students and families while serving as a liaison between guardians and Stamford American International School (SAIS).
- Arrange regular check-in sessions with guardianship students to monitor their well-being and integration.
- Support school divisions in communicating with parents and guardians, and assist pastoral teams in partnering with parents and guardians regarding students' progress, development, and attendance.
- Implement an enrichment program that includes Health and Wellness talks and activities to foster student community and well-being.

Academic Support:

- Collaborate with a multidisciplinary team, including members of the secondary school pastoral care team, safeguarding manager, admissions team, and administrative teams, to ensure the safety and well-being of guardianship students and to develop a nurturing and positive community.



Minimum Bachelor's degree in Education or equivalent is required.
Preferred relevant experience in a counseling, safeguarding, youth work or boarding role.

Guardians, Parents, and Students
Safeguarding Coordinator
Head of Safeguarding
Deputy Superintendent
Middle School, High School and PCS Principals and teams
Admissions Department
Government Regulators

Role will be based out of the SAIS Woodleigh campus.
40 hours of work per week, some flexibility (weekend, evenings).
Occasional staff meetings and trainings.
Expected to participate in some duties outside of work hours (for example student activities)

Annual Leave:	21 working days
Medical Benefits:	Medical insurance provided where applicable
Sick/Hospitalization Leave:	14 days sick leave and 60 days hospitalization leave
Probation Period:	3 months from date of commencement
Referee request:	Required
Background Check:	Required