

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

Position Objective

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.

Responsibilities

are responsible, or with whom they come 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, they must report

Regional Safeguarding Manager so that a referral can be made accordingly to the relevant third party services.

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.



JOB DESCRIPTION

Qualifications

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

Preferred relevant experience in a counseling, safeguarding, youth work or boarding role.

Contacts

Guardians, Parents, and Students

Safeguarding Coordinator

Head of Safeguarding

Deputy Superintendent

Middle School, High School and PCS Principals and teams

Admissions Department

Government Regulators

Working Conditions

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)

Terms of Employment

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

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

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.