



# ST. JOSEPH'S INSTITUTION INTERNATIONAL ELEMENTARY SCHOOL

St Joseph's Institution International is a Catholic and Lasallian school that provides a quality international education to a diverse student body, rooted in the community of Singapore. We are seeking a dynamic, experienced, conscientious and proactive individual to join us as:

<b>Job Description</b>	
<b>Post</b>	<b>Teaching Partner Instructional (Performing Arts)</b>
<b>Management Points</b>	<b>0</b>
<b>Reporting to</b>	<b>AP Student Success</b>
<b>Teaching Hours</b>	<b>7.15 a.m. to 4.15 p.m</b>

## Job Purpose

- Provide **specialist Performing Arts** support for students within the class or small groups as directed by the supervising teacher or HOD
- Assist teachers, staff and the Leadership Team with the organisation and running of the Elementary School
- Support students in all aspects of the school day

## Key Responsibilities

- Assist teachers in ensuring the well-being and safety of the Elementary School Students
- Support teachers with the delivery of the curriculum and learning activities
- Support the teachers with the provision and organisation of learning resources
- Be a role model for Lasallian Values and School Vision, Mission, Values and the Virtues Programme

## Performing Arts Specific Tasks and Duties

- Support the Music department with daily classes including supporting students, preparation of materials and set-up of resources
- Support Music lessons, ensembles (choir, orchestra and band) and events through reading music and playing a musical instrument
- Support classes when using a DAW (Digital Audio Workstation) such as Garageband
- Support any classes and departments with special performance events such as assemblies, concerts, celebrations of music, crib service etc.

**A School of the De La Salle Brothers**

490 Thomson Road, Singapore 298191 | +65 6353 9383 | [www.sji-international.com.sg](http://www.sji-international.com.sg)

St. Joseph's Institution International Elementary School Ltd.: CPE, Co. Reg & GST No. 201009321K (Period of Registration: 19 October 2022 to 18 August 2026) | Edutrust Singapore Cert No: EDU-2-2132 (Validity: 19/09/2020 to 17/09/2024)

- Support with preparation for the Art Exhibitions and any other arts or performance related special events
- Set up and activate any lights and sounds required for special events
- Video special events and create a finished product to share with parents

### Specific Tasks and Duties

- Prepare learning materials for the teacher by making, photocopying or organising resources
- Observe and monitor student behaviour in the classroom, during transitions and at recess reporting any matters of concern to the appropriate teacher
- Assist the teacher during special events in the class and during school wide celebrations
- Create displays and signage in the classroom and corridor areas
- Sort, audit and organise classroom resources in preparation for the next term

### Curriculum and Pedagogy

- Provide specialist support for students individually or in small groups as directed by the supervising teacher or HOD
- Liaise regularly with the supervising teacher or HOD regarding planning and teaching of identified groups or individual students

### Communication

- Communicate with teaching and administrative staff, Teaching Partners, TP Coordinator, the Leadership Team and students effectively, respectfully and in a timely manner
- Report to the AP Student Success any matters related to child safeguarding, Health and Safety, discipline or personal concerns

### Collaboration and Relationship Management

- Work collaboratively and purposefully with assigned teachers and other Teaching Partners
- Support teachers with the organisation and management of the students as a class, in groups or individually whilst promoting high standards of behaviour and discipline
- Collaborate and communicate regularly with the AP Student Success and TP Coordinator as part of a team that supports the academic, social and emotional development of each child

### Self-Evaluation and Quality Assurance

- Participate in the school's evaluation process as a reflective practitioner and use this as an opportunity for professional growth
- Seek opportunities for professional development through a range of opportunities such as professional reading, in-school or external workshops

## General Areas of Responsibility

- Be an advocate of the school and its decisions during interactions with students, staff and the community.
- Lead in nurturing a Lasallian Catholic ethos by building upon the legacy and tradition of the school firmly anchored in Faith, Service and Community
- Demonstrate professionalism and confidentiality within and beyond the workplace
- Maintain updated knowledge of Child Protection and pastoral care generally
- Maintain good working relationships with colleagues and students
- Be a role model within the school in terms of professional conduct and work ethic
- Treat others fairly and with respect in order to create and maintain a positive school culture
- Inform and support the SLT as needed
- Take on specific tasks related to the day-to-day administration and organisation of the school as requested by the Principal or SLT

Person Specification			
Criteria	Essential	Desirable	Evidence
<b>Education</b>	Relevant Diploma or Bachelor Degree	Specialised qualifications relevant to the position	e.g. CV, Documentation
<b>Experience</b>	1 or more years of working with students in a school context	3 years or more years of working with students in a school context	CV
<b>Knowledge and Skills</b>	Proven experience of 1 or 2 years in a similar role <ul style="list-style-type: none"> <li>● Ability to read music and play an instrument at a proficient level</li> <li>● Able to assist with music ensembles (choir, orchestra, band)</li> </ul>	Significant experience in a similar role <ul style="list-style-type: none"> <li>● Knowledge of (or a strong desire to learn how to use) a DAW - <i>Digital Audio Workstations</i> such as GarageBand</li> </ul>	CV, References, Interview
<b>Personal Characteristics</b>	Collaborative, Open Minded, Diligent	Collaborative, Open Minded, Diligent	References, Interview

### A School of the De La Salle Brothers

<p><b>Other</b></p>	<p>Knowledge of:</p> <ul style="list-style-type: none"> <li>● Appropriate interactions and communication with Elementary Students</li> <li>● Behaviour management and how to motivate students</li> <li>● Effective organisation of time and tasks</li> <li>● Collaboration and working as a member of a team in support of the students</li> <li>● Ability to communicate effectively and receive feedback</li> </ul>	<p>Knowledge of:</p> <ul style="list-style-type: none"> <li>● Appropriate interactions and communication with Elementary Students</li> <li>● Behaviour management and how to motivate students</li> <li>● Effective organisation of time and tasks</li> <li>● Collaboration and working as a member of a team in support of the students</li> <li>● Ability to communicate effectively and receive feedback</li> </ul>	<p>CV, Interview, Portfolio, References</p>
---------------------	--	--	---