



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:

Job Description	
Post	Temporary Teaching Partner (July 2023 to December 2023)
Management Points	0
Reporting to	AP Student Success
Teaching Hours	7.15 a.m. to 4.15 p.m

Job Purpose

- 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

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

A School of the De La Salle Brothers

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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)

Communication

- Communicate with teaching and administrative staff, Teaching Partners, TP Resource 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 Resources 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
Education	High School Certificate or above	Teaching Certificate or Specialised qualifications relevant to the position	e.g. CV, Documentation
Experience	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
Knowledge and Skills	Proven experience of 1 or 2 years in the assigned grade level or department	Significant experience in the assigned grade level or department	CV, References, Interview
Personal Characteristics	Collaborative, Open Minded, Diligent	Collaborative, Open Minded, Diligent	References, Interview
Other	Knowledge of: <ul style="list-style-type: none"> • Appropriate interactions and communication with Elementary Students • Behaviour management and how to motivate students • Effective organisation of time and tasks • Collaboration and working as a member of a team in support of the students 	Knowledge of: <ul style="list-style-type: none"> • Appropriate interactions and communication with Elementary Students • Behaviour management and how to motivate students • Effective organisation of time and tasks • Collaboration and working as a member of a team in support of the students 	CV, Interview, Portfolio, References

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	<ul style="list-style-type: none">• Ability to communicate effectively and receive feedback	<ul style="list-style-type: none">• Ability to communicate effectively and receive feedback	
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