



**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 experienced, conscientious and proactive relief teachers to cover our existing permanent teachers when they are absent. Please note that this is a relief position which would suit fully qualified teachers who are looking for flexible working.

Post: Relief Teacher - (Chinese Language/Chinese Homeroom/Bilingual Programme)

Teaching Allocation: As required

Job Purpose

To cover classes of students for permanent teachers Chinese language teacher/ Chinese homeroom teacher/ Bilingual Programme) when they are absent from school or undertaking professional learning.

Key Responsibilities

- To follow the cover plan developed by the permanent teacher.
- To respond to the academic, social and emotional needs of the students
- To provide duty of care and pastoral support to ensure the wellbeing of the students
- To model and promote the school's positive behaviour policy and the Virtues programme that underpins this.

Specific Tasks and Duties

- To follow the cover plan developed by the permanent teacher and provide feedback when the lesson is complete
- To work collaboratively with the grade level team during the planning of units of work with clear teaching objectives and learning outcomes
- To Create and manage a caring, supportive, purposeful and stimulating environment which is conducive to the students' learning
- To Communicate with the Head of Grade and grade team as appropriate.
- With the Head of Grade feedback to parents if required.
- Ensure that classroom resources are organised and managed to provide an efficient, effective and safe learning environment

Resource Management

- Ensure that classroom resources are organized and managed to provide an efficient, effective and safe learning environment

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
- Maintain good working relationships with colleagues and students
- Be a role model within the school in terms of professional expertise and conduct and lead by example

- Treat others fairly and with respect in order to create and maintain a positive school culture
- Build a collaborative learning culture within the school and manage innovation and change
- Inform and support the SLT as needed
- Take on specific tasks related to the day-to-day administration and organization of the school as requested by the Principal or SLT
- Support the PRD and performance management process as required to help staff develop goals and improve professional effectiveness
- Support staff in meeting personal and professional goals

Person Specification			
Criteria	Essential	Desirable	Evidence
Education	Bachelor Degree	Bachelor Degree	e.g. CV, Documentation
Experience	3 or more years	5 years or more	CV
Knowledge and Skills	How children learn and are motivated.	Have an understanding of Safeguarding and Child Protection processes.	CV, References, Interview
Personal Characteristics	Knowledgeable, Collaborative, Open Minded, Diligent	Knowledgeable, Collaborative, Open Minded, Diligent	References, Interview

<p>Other</p>	<p>Knowledge of:</p> <ul style="list-style-type: none"> ● How to create a Classroom community that is characterised by care, curiosity and Creativity ● Classroom environments that are stimulating, well organised and encourage students to be independent thinkers and learners ● Recent research and thinking around teaching, learning and the needs of international school Students ● Best practice in assessment and differentiation ● Ability to work collaboratively with a team in support of the students ● Ability to communicate effectively and build strong relationships with parents 	<p>Knowledge of:</p> <ul style="list-style-type: none"> ● How to create a Classroom community that is characterised by care, curiosity and Creativity ● Classroom environments that are stimulating, well organised and encourage students to be independent thinkers and learners ● Recent research and thinking around teaching, learning and the needs of international school Students ● Best practice in assessment and differentiation ● Ability to work collaboratively with a team in support of the students ● Ability to communicate effectively and build strong relationships with parents 	<p>CV, Interview, Portfolio, References</p>
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A School of the De La Salle Brothers