



## ST. JOSEPH'S INSTITUTION INTERNATIONAL ELEMENTARY SCHOOL

SJI International Elementary School is seeking an enthusiastic and energetic PE Teacher to inspire and encourage our students to be involved in physical activities through the curriculum and extracurricular programmes. This position will begin in July 2025. We require a PE Teacher who has experience of teaching PE in both English and Chinese and could offer Chinese cultural activities within the programme such as Taichi. The successful candidate should have proven experience of teaching students between 4 and 12 years of age. His/her background would be in international schools where a wide range of physical activities has been taught including swimming. He/she would also need to be committed to coaching seasons of sport through the CCA and Sports Programme. The successful candidate will be someone who is able to collaborate closely with colleagues, manage planning and teaching time effectively and show flexibility and creativity when working in the school setting. As this is a new position there may also be scope to work with the leadership on curriculum development. The successful candidate should also understand and support the school's identity and values as a Catholic Lasallian school, although they may not be of the same faith themselves.

Shortlisted candidates will be contacted during the week of January 6, 2025 and interviews (in person or online) will most likely be scheduled in the week of January 20, 2025.

### Job Description

<b>Post</b>	<b>Physical Education Teacher (Bilingual- Chinese Speaking)</b>
<b>Management Points</b>	<b>0</b>
<b>Reporting to</b>	<b>Head of PE/ AP Curriculum and Assessment</b>
<b>Teaching Hours</b>	<b>22 Hours</b>

### Job Purpose

- Have thorough knowledge of and deliver the SJI Elementary School PE curriculum in both mainstream and Bilingual programme
- Recognise and respond to the academic, social and emotional needs of the students
- Develop a positive approach to PE where students engage in and enjoy a wide variety activities
- Provide duty of care and pastoral support to ensure the wellbeing of the students
- Communicate regularly with parents regarding teaching, learning, academic, social and emotional development and special events
- Model and promote the school's positive behaviour policy and the Virtues programme that underpins this.

### Key Responsibilities

- Enable students from Prep 1 to Grade 6 to develop a positive attitude to learning in aspects of PE
- Plan opportunities to develop the whole child, including physical, intellectual, social and emotional growth
- Plan teaching and learning in collaboration with the Head of PE and PE team making reference to curriculum documentation and key learning outcomes
- Assist in ensuring that PE curriculum planning documents are updated and stored effectively

- Maintain appropriate assessment records, data collection and monitoring information with reference to the PE curriculum and success criteria
- Work collaboratively as a member of the PE Team and be willing to take on tasks as needed, including cover of lessons, special events, assemblies and field trips
- Ensure that students are learning in an environment that is physically and emotionally safe
- Engage in Professional Development opportunities and be willing to share learning with others in the grade level team
- Develop and integrate Chinese cultural elements into the PE curriculum such as KungFu, Taiji, Dance, Chinese traditional sports etc.)

## Specific Tasks and Duties

### Strategic Leadership

- Create and manage a caring, supportive, purposeful and stimulating environment which is conducive to the students' learning
- Contribute to the development of PE yearly overviews, as well as medium and short term teaching and learning plans, based upon curriculum documentation and key learning outcomes
- Gather, record and share assessment data with the team in order to cater for the different needs of the students in the grade level and assess the effectiveness of the programme
- Engage in aspects of the Elementary School Improvement Plan (ESIP) as a member of a PLC or working group
- Liaise closely with the AP Student Success and pastoral team around students who require support beyond the homeroom classroom
- Know and comply with school policies and procedures relating to safeguarding, health and safety and behaviour management

### Curriculum and Pedagogy

- Plan, prepare and deliver engaging and effective lessons and activities that motivate, inspire and improve student achievement
- Ensure thorough knowledge of the current pedagogy and strategies associated with teaching PE, identifying and adopting best practice in this subject
- Work collaboratively with the grade level team during the planning of units of work with clear teaching objectives and learning outcomes
- Maintain high expectations of students and communicate these clearly
- Contribute to the Health and Well-being programme through PE, making connections with the whole school Well-being theme
- Maintain a values driven and Virtues based approach to behaviour management and discipline
- Engage in professional dialogue around assessment data and differentiation of curriculum in order to meet the academic, social and emotional needs of the students
- Adopt differentiated strategies for teaching and learning in order to address the varying intellectual, linguistic, physical, social and emotional needs of the students

### Assessment and Reporting

- Possess a thorough knowledge of the school's Assessment Policies and Procedures
- Administer, and analyse the results of, a variety of assessments in PE
- Ensure that assessment data in PE is recorded, analysed and used to plan future teaching and learning, and to evaluate the effectiveness of the PE programme

- Report on student progress outlining the content covered, results of formative and summative assessments and next steps in learning
- Participate in Parent Teacher Conferences as required

### **Collaboration and Relationship Management**

- To organise and manage the students as a class, in groups or individually whilst promoting high standards of behaviour and discipline
- Meet regularly with the PE Team as they plan units of work and discuss teaching strategies, materials and activities that will support student learning
- Support the Head of Sport and AP Enrichment in the organisation and delivery of the ECA Programme
- Work collaboratively and purposefully with the assigned Teaching Partner
- Collaborate and communicate regularly with the AP Curriculum and Assessment and, Pastoral Team as part of a team around the academic, social and emotional development of each child
- Attend and contribute to meetings and staff development sessions as directed

### **Resource Management**

- Ensure that PE Department resources are organised and managed to provide an efficient, effective and safe learning environment
- Monitor, evaluate and review the available teaching and learning resources and communicate suggested improvements or changes to the AP Curriculum and Assessment
- Look for and recommend resources that may be available beyond the school that support teaching and learning or provide professional development opportunities for the PE team

### **Communication**

- Communicate with the Head of PE, School Leadership Team and colleagues effectively, respectfully and in a timely manner
- Ensure positive and effective partnerships with parents through regular and clear communication about the student
- Share assessment data with parents as appropriate e.g. reports, PTC, as related to PE
- Report to the Head of PE, or relevant member of the SLT, any matters related to child safeguarding, Health and Safety, discipline or personal concerns

### **Self-Evaluation and Quality Assurance**

- Participate in the school's PRD process as a reflective practitioner and providing a role model to others in this process
- Engage in professional dialogue and opportunities, such as classroom observations, to share best teaching practices and strategies with others
- Reflect and evaluate own teaching and assessment practices through the school's Professional Reflection and Development structure and in discussions with school leadership in order to ensure continuous improvement
- Seek opportunities for professional development through a range of opportunities such as professional reading, work with a mentor or critical friend, network groups, 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
- 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 organisation 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
<b>Education</b>	Bachelor Degree - Sports and/or Teaching Coaching Credentials	Bachelor Degree - Sports and/or Teaching Coaching Credentials	e.g. CV, Documentation
<b>Experience</b>	3 or more years	5 years or more	CV
<b>Language Requirement</b>	Fluent in both English and Chinese	Fluent in both English and Chinese	Interview
<b>Knowledge and Skills</b>	Knowledge of a range of sports and physical activities as a participant and teacher Leadership of a particular sport or programme Use of technology for teaching and assessment in PE	Knowledge of a wide range of sports and physical activities as a participant and teacher Leadership of a particular sport of programme Use of technology for teaching and assessment in PE	CV, References, Interview
<b>Personal Characteristics</b>	Experience in teaching Swimming to a range of Levels Knowledgeable, Collaborative, Flexibility, Diligence	Experience in teaching Swimming and Climbing Knowledgeable, Collaborative, Flexibility Diligent	References, Interview
<b>Other</b>	<ul style="list-style-type: none"> <li>• Enthusiasm and passion for sport</li> <li>• Management of large groups of students in</li> </ul>	<ul style="list-style-type: none"> <li>• Enthusiasm and passion for sport</li> <li>• Management of large groups of students in</li> </ul>	CV, Interview, Portfolio, References

PE lessons and inter school competitions

- Willingness to work beyond regular hours in order to support training, tournaments and special events
- Management of own work programme and shows initiative when faced with challenges
- Classroom environments that are stimulating, well organised and encourage students to be confident, 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 and outside providers

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