ST. JOSEPH'S INSTITUTION INTERNATIONAL

Relief Teacher's Job Description

Post: **Relief Teacher of High School**

Reporting to: Vice Principal (Curriculum)

Commencing: Immediate work available

Our School Ethos:

SJI International is a co-educational Lasallian Catholic school in Singapore offering a holistic, values-driven international education to a diverse community of all faiths. Rooted in our mission of character education, we equip students to be compassionate and responsible global citizens guided by the core values of Faith, Service, Community, Excellence, and Respect. We are committed to fostering an environment where students Learn, Inspire, and Serve.

Child Safeguarding Statement

Aligned with the recommendations of the International Taskforce on Child Protection, we hold ourselves to a high standard of effective recruiting practices with specific attention to child protection. We are committed to safeguarding and promoting the welfare of students in its care. As an employer, the school expects all staff and volunteers to share this commitment. All post holders are appointed subject to satisfactory Criminal Records Checks, Social Media Checks, Civil Litigation Checks, Global Sanctions Checks, and Reference Checks with past employers. All long-listed candidates are also required to complete and sign an Information and Declaration Form, which includes a declaration of any previous disciplinary issues or criminal convictions.

Primary Responsibility:

To collaborate effectively with the Teachers and Coordinators in a department in order to provide students with stimulating, challenging and enjoyable learning in the classroom in the absence of the regular teacher, and to offer them the encouragement they need to thrive at SJI International. We are seeking a relief-teacher who will be able to support any of our programmes in English, Mathematics, Science, Humanities, Language, Art or Physical Education.

Specific Responsibilities:

Teaching and learning

- To effectively plan cover lessons to achieve desired objectives (for planned absences)
- To teach a pre-planned cover lesson to achieve desired objectives (for unplanned absences)
- Identify and adopt the most effective active, creative teaching approaches for SJI International students in line with current best practice and the ethos of our school
- Work collaboratively with other members of the Faculty to maintain the curricular progress of students, providing as 'normal' a learning environment for the students as possible
- Create a stimulating learning environment
- Teach across the age and ability ranges from Foundation IGCSE (Grades 7 & 8) through to IGCSE (Grades 9 & 10) as appropriate to qualifications and experience
- Adopt strategies and monitor teaching and learning activities to support individuals with SEN/ESL in line with school and faculty policy
- Ensure compliance with all rules regarding health and safety in the classroom
- Set and mark homework regularly in line with school and faculty policy for the period of the relief teaching

Recording and assessment

- Collect and record assessment data where requested to do so
- Feedback to the teacher or HoD the progress of the students during the period of relief related to the achievement or otherwise of the stated objectives
- Report any behavioural issues to the relevant HoD / coordinator

Standards and quality assurance

- Support the aims and ethos of SJI International as a Catholic, Lasallian school
- Set a good example in terms of dress, punctuality and attendance
- Uphold the school's behaviour code and uniform regulations

Other duties and responsibilities

This is essentially a generic Job Specification for Relief Teachers. Relief teachers may be requested to cover a form tutor period on occasion for which additional recompense is paid.

Position requirements: Knowledge and Experience

- Tertiary qualification in the relevant subject
- Recognised teaching qualification
- Licensed with Singapore's Ministry of Education (if not currently held, the school will apply for this on your behalf)
- Effective classroom teaching skills
- Effective behaviour management
- The ability to work constructively with a wide range of people
- The ability to be flexible and react positively to unscheduled changes, thinking on your feet

Child Protection

All relief teachers are required to complete our Information and Declaration Form as well as submit police checks where appropriate.

Application process

Please send the applications to angelina.jansen@sji-international.com.sg
Only Singaporeans or PRs who reside in Singapore need to apply.
We regret that only shortlisted candidates will be notified.