



ST. JOSEPH'S INSTITUTION INTERNATIONAL

JOB DESCRIPTION : Teaching Assistant for Learning Development Department

Appointment : Teaching Assistant
Reporting to : Head of Learning Development Department
Commencement: January 2027
Position: Full Time

Joseph's Institution International Elementary School, a Catholic & Lasallian school that provides a quality international education for a diverse student body, rooted in the community of Singapore, is seeking a dynamic, conscientious and proactive individual to join us.

Overall Purpose:

To support the department in our mission: to support students socially, emotionally and academically to help them to achieve their potential as learners and to participate fully in school life.

The ability to support the teaching and learning of Chinese, Mathematics or Science up to IGCSE level would be a considerable advantage.

Specific Responsibilities:

- To provide support and interventions for a particular group of students individually or in small groups, as directed by the Head of the Learning Development Department
- To plan a programme of support with the guidance of the Head of the Learning Development Department to agreed deadlines and in agreed formats
- To regularly liaise with the Head of the Learning Development Department regarding the support and interventions provided
- To help with differentiating lesson content and instruction, as well as the scaffolding of tasks

- To liaise with and facilitate staff training to promote capacity of technical and academic language
- Add relevant observations and strategies used to the individual learner profiles
- Feed knowledge of the learners' understanding of key concepts into the teacher's assessment and planning where appropriate
- To develop and maintain a good home-school partnership with the guidance of the Head of the Learning Development Department; to consult with and inform parents of the progress, attainment and attitudes of pupils

General Responsibilities:

1. To assist teachers with the well-being and safety of High School students. Any other non-teaching duties that may be assigned by the Senior School Principal or teachers
2. School working hours are from 7.45am to 4.15pm.
3. Promote the School's Lasallian values
4. Be a positive role model for students
5. Set high expectations
6. Promote cohesion and collegiality in professional relationships
7. To understand and apply school policies
8. To maintain professionalism and confidentiality inside and outside the workplace. This includes keeping updated on Child Protection issues and internet safety and having a working knowledge of the pastoral care system within the school.
9. Other reasonable requests made by the Principal.
10. Attend professional learning and coaching sessions with the Head of the Learning Development Department
11. To participate in the expected appraisal process which is geared towards professional growth and development.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Please visit our website at <https://www.sji-international.com.sg/about/careers> for more details. Interested parties please apply via mycareersfuture or Jobstreet. Only Singaporeans and Permanent Residents need apply. We regret that only shortlisted candidates will be notified.