ST. JOSEPH'S INSTITUTION INTERNATIONAL ELEMENTARY SCHOOL

JOB DESCRIPTION

Job Title: Teaching Assistant Instructional (Bilingual Programme - Chinese)
Reports to: Vice Principal
Work Hours: 7.15 a.m. to 4.15 p.m

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 provide high-quality Chinese language instruction and support, within the Bilingual Programme classroom across all subject areas including Chinese Language Arts, Mathematics and IPC. A key responsibility of this position is to proactively support the Homeroom Teacher by facilitating small groups, implementing differentiated learning strategies, and providing the individual scaffolding necessary for students to thrive in a rigorous, Chinese-medium curriculum.

Teaching and Learning:

- Deliver 1:1, group support and interventions as directed by the Head of Bilingual (Chinese) or Chinese homeroom teacher, using appropriate strategies, resources, and programmes.
- Review planning documents and plan for whole class co-teaching strategies.
- Collaborate on student progress by tracking and analysing learning data to assist with school reports and Parent-Teacher Conferences.
- Assess student performance during support sessions, providing feedback on progress and suggested next steps to the homeroom and relevant grade-level teachers.
- Assist the Chinese homeroom teacher with marking and feedback.
- Support the Chinese homeroom teacher to help input student tracking data, when needed.

- Monitor student behaviour and wellbeing in the classroom, during transitions, and at recess, reporting any concerns to the appropriate teacher.
- Collaborate with the Instructional TA (BP - English) to support learning and pastoral care.
- Assist in the daily organisation and running of the Elementary School, supporting staff and the Leadership Team as required.
- Prepare and manage learning materials, including photocopying, organising resources, creating displays and signage, and auditing classroom stock for the following term.
- Assist with the coordination of special events and classroom celebrations.
- Communicate effectively and respectfully with all stakeholders—including students, teaching staff, and the Leadership Team—in a timely manner.

Standards 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

Other Duties and Responsibilities

- 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, Community, Excellence and Respect.
- 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.
- Report to the Vice Principal any matters related to child safeguarding.
- Report student discipline, academic concerns, or other day-to-day issues to the relevant homeroom teacher or Head of Bilingual Programme.

Qualifications and Skills

- Relevant Diploma or Teaching Certificate (Bachelor Degree or Specialised qualifications relevant to the position preferred)
- 1+ year teaching-related experience with students in a school context (3+ years preferred)
- Complete fluency in oral and written Chinese
- Conversational / Intermediate English in order to access the school's working language

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.