ST. JOSEPH'S INSTITUTION INTERNATIONAL ELEMENTARY SCHOOL

JOB DESCRIPTION

Job Title:	**Homeroom Teacher**
Reports to:	**Head of Grade**
Teaching Load:	**22 Hours**

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 our 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 deliver a stimulating, high-quality curriculum to inspire students and meet their diverse academic and social-emotional needs. Working within a collaborative grade-level team, utilise data-driven assessments to differentiate instruction and contribute to the strategic development of the school's vision. Beyond the classroom, foster a safe, virtue-led learning environment through dedicated pastoral care and strong, transparent partnerships with parents to support each child's unique educational journey.

Specific Responsibilities:

- Enable students to develop a positive attitude to learning.
- Work collaboratively with the Grade Level in planning of units of work with clear teaching objectives and learning outcomes in English Language Arts, Mathematics, International Primary Curriculum (IPC), Health & Wellbeing and Digital Technologies.

- Deliver the SJII Elementary School curriculum by applying thorough knowledge of specialised pedagogy and strategies to support all levels of student competency.
- Incorporate digital technology effectively into teaching and learning to motivate students and improve academic achievement.
- Create and manage a purposeful classroom environment that is safe, caring, and conducive to learning while organising resources efficiently.
- Provide pastoral support and duty of care to ensure student wellbeing, actively responding to their academic, social, and emotional needs.
- Model and promote the school's positive behaviour policy and the Virtues programme to maintain high standards of discipline.
- Liaise with the Student Success team to support students requiring assistance beyond the homeroom setting.
- Administer and analyse required assessments to evaluate student learning.
- Maintain and record accurate assessment data to plan differentiated instruction and cater to the diverse needs of students within the grade level.
- Report on student progress to stakeholders, outlining content covered, assessment results, and specific next steps for learning.
- Communicate regularly and respectfully with parents regarding academic development and social-emotional growth.
- Collaborate purposefully with Teaching Assistants and specialist teachers to ensure a cohesive educational experience for every child.
- Work collaboratively as a member of the grade level team and be willing to take on tasks as needed, including special events, assemblies and field trips
- Follow and lead by example in school policies regarding planning, marking and workbook presentation.
- Monitor and review teaching resources, recommending improvements or external opportunities to enhance the grade level's toolkit.
- Participate in the school's Professional Reflection and Development (PRD) process to evaluate and improve personal teaching practices.
- Seek professional development opportunities, such as workshops and peer observations, to share best practices and stay current in education.
- Support the smooth transition of students as they move from their current grade level to the next.

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.
- Take on specific tasks related to the day-to-day administration and organisation of the school as requested by the Principal or SLT.
- Report any matters related to Health and Safety, discipline or personal concerns to the HoD.
- Report any child safeguarding matters to the designated safeguarding team.

Qualifications and Skills

- Bachelor's degree in Education or a related field, plus teaching qualification
- 3+ years international school-based experience (5+ preferred).
- Experience teaching students aged 4-12.
- Complete fluency in spoken and written English.

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.