ST. JOSEPH'S INSTITUTION INTERNATIONAL ELEMENTARY SCHOOL

JOB DESCRIPTION

Job Title:	**Head of Physical Education**
Reports to:	**Assistant Principal (Specialists and PD)**
Responsibility Allowance:	**2**
Teaching Load:	**19 Hours**

Our School Ethos:

SJI International is a co-educational Lasallian Catholic school in Singapore offering a holistic, values-driven education. We equip students to be compassionate global citizens guided by our core values of Faith, Service, Community, Excellence, and Respect.

Child Safeguarding Statement

We are committed to safeguarding and promoting the welfare of students. All appointments are subject to satisfactory Criminal Records, Social Media, Civil Litigation, Global Sanctions, and Reference Checks, alongside a completed Information and Declaration Form.

Primary Responsibility:

Lead the PE Department to deliver high-quality physical education learning outcomes within the framework of the school's Mission, Core Values, and Elementary School Curriculum.

Specific Responsibilities:

Leadership:

- Supervise and develop the PE Department, ensuring a balanced, safe, and engaging experience for all students.
- Lead the PE team, managing staffing, lesson cover, assessment moderation, tracking and resource allocation effectively.
- Liaise with outside coaches for swimming and manage the teachers, Teaching Assistants and Swimming Coaches.
- Lead the Performance Appraisal process for Teaching Assistants and Swimming Coaches.
- Organise annual sports events, including Sports Days, swimming galas, and athletic competitions.
- Develop the departmental action plan in alignment with the Elementary School Improvement Plan (ESIP).
- Manage the PE budget, facilities, and equipment responsibly to meet pupil needs.

- Support the AP Enrichment with CCAs, sports teams, and external tournaments.
- Identify and facilitate professional development opportunities for the PE team.
- Attend Middle Leadership meetings and contribute to staff development sessions.
- Attend regular meetings and collaborate with the High School PE team for planning and curriculum alignment, as well as facilities usage.
- Foster a collaborative health and wellness culture across the school community.

Teaching and Learning:

- Deliver an inspiring PE curriculum (Prep 1 to Grade 6), developing schemes of work and unit plans that foster holistic student development.
- Model best practice in differentiated teaching to motivate and cater to diverse needs.
- Implement assessment, tracking, and reporting processes for student progress in PE.
- Evaluate PE programme effectiveness to drive continuous improvement.
- Integrate digital technologies into PE teaching, learning, and assessment.
- Establish cross-curricular links and collaborate with the Student Success team for holistic wellbeing.
- Coach sports teams as part of the ACSIS programme throughout the year.
- Attend local and overseas sporting tournaments.
- Communicate regularly with parents through conferences and departmental updates.

Other Duties and Responsibilities

- Advocate for the school and model Lasallian Catholic values (Faith, Service, Community, Excellence, Respect).
- Maintain professional conduct, positive working relationships, and a collaborative learning culture.
- Perform administrative duties as directed by Senior Leadership.
- Promptly report health, safety, and child safeguarding matters to designated leads.

Qualifications and Skills

- Bachelor's degree in Sports, Physical Education, or a related field, plus recognised Teaching/Coaching Credentials. (Master's degree preferred).
- 3+ years of teaching experience in PE *(5+ years preferred, including leadership experience as Head of PE)*.
- Experience teaching students aged 4–12 (Prep 1 to Grade 6).
- Deep knowledge of physical education pedagogy, assessment practices, differentiation, and use of technology in PE.
- Experience teaching Swimming to a range of skill levels *(Climbing/additional sports coaching credentials beneficial)*.
- Strong event management and organisational skills, with adaptability to schedule changes.
- Collaborative, flexible, and passionate about student well-being and physical education.

- Willingness to support out-of-hours training, tournaments, weekend fixtures, and events.

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.