

JOB DESCRIPTION

Job title: PE Teaching Assistant (Swimming)

Job grade: A2

Line Manager: Head of PE

Job Purpose:

The Swimming Teaching Assistants support the swimming teachers in the effectively delivery the International Programme in accordance with the school's mission: to provide an outstanding education delivered in Vietnamese and English that emphasises Vietnamese values, academic and personal excellence and foster global understanding, respect and independent learning.

The Swimming Teaching Assistants facilitate and supervise the student flow, classroom management, changing room behaviour, and day-to-day set up of the swimming pool area to the enhancement of pupil learning. Teaching Assistants forge positive relationships with pupils, teachers, parents, and relevant suppliers, and play a key role in communication about student welfare, progress and daily life.

As part of their duties, Swimming Teaching Assistants may be asked to lead or supervise any of extracurricular activities (ECAs) regularly held at the campus.

Duties and responsibilities:

- Collect students from their home classroom and walk them to the swimming pool area, ensuring orderly behaviour.
- Supervise student flow in and out of changing rooms, monitoring behaviour.
- Supervise pupils in communal areas to ensure a high standard of behaviour is maintained.
- Assist with the supervision of snack times and carry out allocated playground, lunchtime and after-school duties as agreed.
- Continue to implement Classroom Management for student behavior, even during times the teacher is not present.
- Provide duty-cover for absent colleagues when requested to do so by a line manager.
- Reward and sanction children in accordance with the school's 'Positive Behaviour' policy to ensure the school's high standards of behaviour and discipline are maintained.
- Act as a role model for pupils.
- Collect notices, reply slips etc. and collate and send to office when required.
- Work with fellow colleagues in a spirit of mutual cooperation to maintain and enhance a pleasant professional working environment.
- Refer comments, questions and complaints from parents directly to the line manager.
- Be available for regular, weekly meetings with the class teacher to discuss pupils and classroom/school issues.
- Be available for all PD sessions requested by the School.
- Promote the school positively at all times.
- Be responsible for swimming pool gate locking.



- Be in charge of ordering and regularly checking the pool safety equipment (including buoys) to ensure they are well functioning and put at the right place.
- Implement water tests, which should be done 3 times day, at 8:00am, at 12:00am, at 5:00pm or any time as requested by Senior colleagues.
- Make sure the pool surroundings look compelling, and always ready for the students and visitors (Including but not limited to adjusting the non-slip mats surrounding the pool, in the changing room; keeping the surrounding floor free of water all the time).
- Undertake any other reasonable task as instructed by the teacher and line manager.

Qualification and requirements:

- Degree in Physical Education
- Being creative, energetic and enthusiastic about teaching.
- At least 1 year of experience. Experience of working in international school is a plus.
- Lifeguard training
- Strong swimmer.

Job Holder's Signature: _____ Date: _____

Direct Manager's
Signature: _____ Date: _____

HR & Admin
Senior Group Manager's
Signature: Trương Thanh Gia Lai Date: 1/8/2020