

JOB DESCRIPTION

Job title: PE Teacher (Swimming)

Job grade: A3

Report to: The Teacher will report to the Head of PE.

Job overview: EMASI schools offer a bilingual programme, following both the Ministry of Education & Training (MOET) and with added frameworks delivered in English.

The Swimming Teacher role is to effectively delivery the International Programme in accordance with the school's mission: to provide an outstanding education delivered in Vietnamese and English that emphasizes Vietnamese values, academic and personal excellence and foster global understanding, respect and independent learning.

The Swimming Teacher will plan and deliver a comprehensive programme of swimming lessons and activities to develop the swimming skills, technique and confidence in the water of students in all ages and abilities.

The Swimming Teacher should demonstrate patience and enthusiasm and be able to motivate students to accomplish their swimming goals. Swimming Teacher should also 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 Teacher may be asked to lead or supervise any of extracurricular activities (ECAs) regularly held at the campus.

Responsibilities and Duties:

- To plan, prepare and deliver a range of swimming lessons to all ability groups ensuring adherence to the scheme of work and lesson plans
- Identify participants' abilities and encourage them to reach their full potential
- Plan and deliver sessions appropriate to the level of students
- Provide explanations and demonstrate swimming techniques
- Assess strengths and weaknesses of student's performance and identify areas for further development.
- Correct faults in swimming techniques and identify ways to improve performance
- To be a positive role model, creating a positive and fun environment in which to motivate and encourage students to participate in swimming
- Regularly assess each student's ability and progress and arrange for the award of the appropriate certificates in accordance to the school's policies and standards.
- To record information and maintain records on attendance, performance and progress of students.
- 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.
- To provide information and feedback to PE Department and to Parents on the student's swimming performance.

- Set ground rules for each session
- Evaluate sessions and give feedback
- Ensure safe provision of all pool equipment and ensure they are well functioning, used correctly and put at the right place.
- Ensure that water tests, which should be done 3 times a day, at 8:00am, at 12:00 noon, at 5:00pm are implemented.
- Ensure health and safety standards set by the school are followed in sessions and undertake risk assessments
- Respond quickly in emergency situation
- Be available for regular, weekly meetings with the Class Teacher to discuss students' and classroom/school issues.
- To attend regular meetings with the Department as and when necessary
- To agree to abide by a code of conduct and carry out duties in accordance with the school's policies, including equal opportunities, safeguarding children, health and safety at work, etc.
- Undertake any other reasonable tasks as instructed by line manager.

Qualifications:

- Degree in Physical Education
- Being creative, energetic and enthusiastic about teaching

Experience:

- At least 1 year of experience. Experience of working in international school is a plus.
- Lifeguard training
- Strong swimmer

Competencies:

Knowledge:

- Genuine interest the specific field from both a pedagogical and theoretical perspective;
- The ability to work well with faculty and staff from diverse cultural and linguistic backgrounds and be resilient, resourceful and have an optimistic personality;
- Health & Safety, SEN and Child Protection procedures;
- The positive links necessary within school and with all its stakeholders;
- Effective teaching and learning styles;

Skills:

- Commit and contribute to EMASI Group of Schools within the context of its mission;
- Establish and develop close relationships with parents and the wider community;
- Communicate effectively (both orally and in writing) to a variety of audiences;
- Create a happy, challenging and effective learning environment;
- Use ICT in a professional context and to support Learning and Teaching;

Personal characteristics:

- Dynamic;

- Approachable
- Empathetic
- Enthusiastic
- Organised
- Patient
- Resourceful

Job Holder's Signature: _____ Date: _____

Direct Manager's
Signature: _____ Date: _____

HR & Admin
Senior Group Manager's
Signature: _____ Date: _____