



**DOVER COURT  
INTERNATIONAL SCHOOL**

A NORD ANGLIA EDUCATION SCHOOL

**JOB DESCRIPTION AND PERSON SPECIFICATION**

<b>LOCATION</b>	<b>Dover Court International School Singapore</b>
<b>JOB TITLE</b>	Primary Physical Education
<b>JOB PURPOSE</b>	Be an outstanding classroom practitioner and team member. Inspire students to be passionate, curious, excited learners.
<b>REPORTING TO</b>	Head of Primary PE, Director of PE and Sports, Head of Primary, Principal.
<b>KEY RELATIONSHIPS</b>	Primary P.E. Team, Secondary P.E. Team, Year Group Leaders, Class Teachers, Teaching Assistants, Primary Senior Leadership Team, Coaches, Therapists, NAU Coordinator, Global Campus Coordinator, Parents
<b>SAFER PRACTICES</b>	Dover Court International School Singapore is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including references from previous employers in accordance with our safer recruitment practice. Interviews will be conducted in person, and they will explore candidates' suitability to work with children.

**Core Requirements of the Post**

Teachers aspire to the highest standards of professionalism and will:

- Has a well-developed knowledge of curriculum and pedagogy;
- Creates a safe and positive learning environment through mutual respect, contributing to a collective sense of belonging;
- Demonstrates a secure knowledge and understanding of how students develop and learn, physically, socially, emotionally, and intellectually;
- Inspire trust and confidence in students, colleagues and parents;
- Understand inclusive learning and can personalise instruction to meet the needs of each student;
- Have high expectations of students, appropriately challenging and inspiring them in their learning;
- Demonstrate effective use of assessment to inform and improve student learning;
- Create an environment where students understand themselves as learners, what they are learning and why, engaging in meaningful reflection and feedback;
- Be committed to high achievement for a diverse student body;

- Actively and enthusiastically contribute in the wider context of the school community;
- Promote the school mission and values and those of the NAE family of schools;
- Engage in ongoing professional learning, applying up to date and evidence informed approaches to teaching practice

## **Areas of Responsibility and Key Tasks**

### **Planning, Teaching and Learning**

Maximise learning by:

- Inspiring students to be passionate, curious, exited learners;
- Setting consistently high standards;
- Develop effective approaches to learning in students;
- Monitoring, evaluating and developing teaching;
- Planning effective teaching programmes which provide exemplary learning opportunities within and beyond the classroom;
- Identifying and supporting individual learning needs, liaising with EAL and Learning Support specialists;
- Maintaining high levels of behaviour that encourage learning;
- Effectively promoting home learning and co-curricular learning opportunities;
- Establishing a purposeful and safe learning environment;
- Using technology to enhance and transform personalised learning opportunities.

### **Tracking, Assessment, Recording, Reporting**

- Make effective use of assessment to plan challenging learning opportunities for all students.
- Collect and use meaningful data to enhance teaching and learning and monitor reading trends.
- Monitor and record students' learning to ensure they remain on track to achieve challenging targets.
- Report on progress to students, colleagues and parents.

### **Student Care and Guidance**

- Establish a safe, purposeful learning environment for all students.
- Promote the progress and well-being of all students.
- Contribute to the preparation of action plans and other support mechanisms.
- Alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved.
- Communicate effectively with parents of students and liaise with other staff.

### **Co-Curricular Activities**

- Support the life of the school beyond the classroom.
- Take responsibility for a team each season, including training sessions.
- Organise trials for teams, including FOBISIA, and help select squads.
- Participate in and lead training, sports tournaments, fixtures, residential weeks and other trips;
- Contribute to whole school learning initiatives.

### Other Requirements

- Contribute positively to the morale and community spirit in the school.
- Work effectively in different teams.
- Assist in whole school marketing initiatives and contribute to the growth of the school.
- Always operate within the stated policies and practices of the school.
- Maintain an up-to-date knowledge and understanding of curriculum and innovative pedagogy.
- Take responsibility for own professional learning and development.
- Meet responsibilities regarding safeguarding; health and safety, equal opportunities and other relevant legislation and conform to professional and ethical requirements.
- Any other appropriate duties as allocated by members of the Principal.

Promote and adhere to the Nord Anglia Education vision and values:

- **Opportunity** - for us, opportunities need to be meaningful, about achieving potential and making progress.
- **Impact** - for us, impact is about making a difference. It needs to be immediate, positive and lasting.
- **Leadership** - for us, leadership is about considering the team's needs as well as your own, setting inspiring examples, being supportive and showing real accountability and responsibility.
- **Respect** - for us, respect is about listening, being inclusive, showing tolerance and getting the little things right.

All staff are required to manage effective personal development as part of NAE's commitment to invest in staff as the key resource in the organisation.

Everyone must ensure that they meet their statutory responsibilities and adhere to NAE and school policies regarding Health and Safety, Equal Opportunities and other relevant legislation.

### PERSON SPECIFICATION

#### Qualifications/Training

Qualified to bachelor degree level or above.	Essential
Qualified Teacher Status.	Essential
EAL qualification.	Desirable

Sports coaching qualifications.	Desirable
<b>Experience</b>	
Proven track record with at least two years' teaching experience.	Essential
Experience of being part of a highly successful department and school.	Desirable
Demonstrable evidence of innovating and adapting curricula to engage students and enable them to perform highly.	Essential
Experience in running sports training, fixtures and tournaments.	Desirable
Experience of working with the National Curriculum for England.	Desirable
Experience of the IPC, Reggio Emilia, AnjiPlay or Montessori.	Desirable
Experience of working with children for whom English is an additional language.	Desirable
Experience of working with children with additional educational needs.	Desirable
Working in partnership with parents.	Essential
<b>Skills</b>	
Excellent oral and written communication skills.	Essential
Ability to engage students and enable them to perform highly.	Essential
Strong organisational skills.	Essential
Strong use of ICT for administration and teaching.	Essential
<b>Personal Attributes</b>	
Passionate about education and young students.	Essential
Positive energy, sparkle, sense of fun.	Essential
Evidence of commitment to continuous professional development.	Essential
Confident global citizen; culturally agile.	Desirable
Understand the complex and demanding environment of an international community.	Desirable
<b>Other</b>	
Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK.	Essential
Compliance with visa requirements for working in Singapore.	Essential
A commitment to safeguarding and promoting the welfare of all pupils and the willingness to undertake appropriate child protection training when required.	Essential