ST. JOSEPH'S INSTITUTION INTERNATIONAL ELEMENTARY SCHOOL

JOB DESCRIPTION

Job Title: English Language Enhancement Teacher (Bilingual Programme)

Reports to: Head of Bilingual (English)

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 passionately inspire students with a stimulating, challenging, and enjoyable learning experience, both in and beyond the classroom. As a specialised role within the Bilingual Program, the core focus is dedicated to English Language Acquisition. This role extends beyond academic instruction to fostering critical thinking, creativity, and a lifelong love of learning, empowering English Language Learners to thrive holistically and achieve their full potential within the supportive ethos of SJI International, while upholding the highest standards of safeguarding and student well-being.

Specific Responsibilities:

Teaching and Learning:

- Collaborate with the Head of Bilingual (English) to design and refine a cohesive, progressive curriculum.

- Manage teaching and learning across multiple classrooms and grade levels from Prep 1 to Grade 6, utilising resources effectively.
- Teach explicit cognitive and language-learning strategies to foster self-directed, independent learners.
- Deliver the English Language Enhancement component of the English Language Arts curriculum by applying thorough knowledge of specialised Language Acquisition pedagogy and strategies to support all levels of student competency.
- Provide targeted intervention, reinforcement, and enrichment programmes to support students with diverse language backgrounds and proficiency levels.
- Enable students to develop a positive attitude to learning in a bilingual setting.
- Incorporate digital technology effectively into teaching and learning to motivate students and improve language acquisition.
- Create and manage a purposeful classroom environment that is safe, caring, and conducive to learning while organising resources efficiently.
- Collaborate purposefully with Homeroom Teachers, Teaching Assistants, and specialist teachers to ensure a cohesive, language-supported educational experience for every child.
- Work collaboratively as a member of the school team and be willing to take on tasks as needed, including special events, assemblies, and field trips.

Assessment, Recording and Reporting:

- Establish clear, measurable language acquisition targets (Speaking, Listening, Reading, and Writing) for individual students.
- Utilise formative, summative, and diagnostic language proficiency assessments to track, analyse, and record student progress.
- Actively participate in parent-teacher conferences. Maintain transparent, proactive communication with families regarding language milestones, utilising both formal reporting systems and digital communication platforms.
- Maintain and record accurate assessment data to plan differentiated instruction and cater to the diverse needs of language learners.
- Report on student progress to stakeholders, outlining content covered, assessment results, and specific next steps for language learning.

Other Duties and Responsibilities

- Contribute significantly to the service, sport, and activity programmes, demonstrating a commitment to students' holistic growth and building positive relationships beyond the classroom.
- Be an advocate of the school and its decisions during interactions with students, staff, and the community.
- Promote English language and culture through school-wide events, celebrations, and bilingual programme activities.
- 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.
- Take on specific tasks related to the day-to-day administration and organisation of the school as requested by the Principal or SLT.
- Model and promote the school's positive behaviour policy and the Virtues programme to maintain high standards of discipline.
- 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 department'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 bilingual education.
- Report any child safeguarding matters immediately to the designated safeguarding team.
- Report any matters related to Health and Safety, discipline, or personal concerns to the Head of Department.

Qualifications and Skills

- Required: A Bachelor's Degree in Education, English, Linguistics, or a related field, along with a recognised teaching qualification (e.g., QTS, State Teaching License).
- Required: A specialised qualification in English language teaching (e.g., CELTA, DELTA, TESOL/TEFL certification, or an EAL/ESL specialisation).

Desirable

- Preferred: A minimum of 3 years of experience teaching EAL, or similar, within an international or multicultural school setting.

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.