



JOB DESCRIPTION

Company Name: The International School @ ParkCity Hanoi (ISPH)	
Job Title: PE & Swimming Assistant (Vietnamese Candidate only)	Reporting to: Head of PE & Sports
<p>The PE & Swimming Assistant should be an adaptable, sociable and physically fit individual who is able to perform a wide variety of roles to support the teachers in the physical education of the students at ISPH. He/she must be able to communicate effectively in English and maintain a flexible working relationship with the teacher. He/she must possess a sound knowledge of the School's vision and mission statement. The PE & Swimming Assistant is expected to be in school between 7.30am and 4.30pm every school day. He/she is also expected to help with sporting events that take place outside of these hours.</p>	
Teaching and learning	
<ul style="list-style-type: none">● Assist in the physical educational and social development of all ISPH students.● Work with groups of students to assist the teacher in both Physical Education and Swimming lessons.● Provide one-to-one support for individual students where needed inside and outside of the classroom to enable them to fully participate in activities.● Support students with emotional or behavioural problems and help develop their social skills in sporting situations.	
Administrative duties	
<ul style="list-style-type: none">● Organise equipment and set up lessons as required by the teacher.● Ensure that all equipment is organised, stored and maintained appropriately.● Support the class teacher with any reasonable request.● Create and design PE notice boards to advertise sports clubs, school records, ISPH sporting values and general PE curriculum details.● Support the PE teachers in photocopying and printing when necessary.● Undertake playground and Multi-purpose Hall (MPH) duties as required.● To assist with the organisation of events such as Swimming Gala, Sports Day, House Events, etc.● To contribute to the Co-Curricular Activities program.	
Standards and quality assurance	
<ul style="list-style-type: none">● Support the aims and ethos of the school● Set a good example in terms of dress, punctuality and attendance● Attend team and staff meetings as required● Report any Health and Safety concerns around the school● Escort students around the school to specialist lessons as required	
Other Responsibilities	
<ul style="list-style-type: none">● Actively support and adhere to the Child Protection Policy, including attending annual training.● Actively participating in other training and development activities of the department and school.	



Skills, Competencies and Characteristics Required:

- Should enjoy working with children and young people
- Should be highly trustworthy, honest and dependable
- Should be willing to learn about the UK curriculum and how schools operate.
- Should be proactive, positive, approachable and well organised.
- Should have a good command of spoken and written English language.
- Should show a willingness to be involved in the life of the school over and above the prescribed role.

Work Experience

- 2 years of professional experience is desired yet not essential.
- Previous experience of working in an international school is desired yet not essential.
- Experience of working effectively with people from diverse backgrounds.

Minimum Academic/Professional Qualifications:

- Graduate degree.
- Lifeguard certification would be an advantage.
- Qualified certificate in swimming and sport training.

For information on the school and the application process, please visit our website at

<https://www.isph.edu.vn/careers>

Application letters and CVs should be sent to careers@isph.edu.vn . Pls notify the position you want to apply at the email title.

Only shortlisted candidates will be notified.