

SHANGHAI AMERICAN SCHOOL

JOB DESCRIPTION

TITLE: Middle School/High School PHE Teaching Assistant
SCALE: PRC TA SALARY SCALE
CONTRACT DAYS: up to 191

POSITION SUMMARY:

The PHE Teaching Assistant will work with teachers in both Middle School and High School, supporting class activities and assisting teachers with the delivery of lessons and the supervision of students. The time will be split according to need, and at the discretion of the Middle School and High School Heads of Department. The Teaching Assistant will cover teacher absence in the PHE Departments when required. The Teaching Assistant will also be responsible for supervising students using the Fitness Room after school from Monday to Friday.

SUPERVISED, EVALUATED BY & REPORTS TO:

Building Principals and PHE HoDs

JOB REQUIREMENTS

- Bachelor's degree in Physical Education, Sports Science, or a related field is preferred.
- Experience working with middle school or high school students in a physical education setting is an advantage.
- Knowledge of various sports, physical fitness activities, and health education principles.
- Ability to communicate effectively in English and establish positive relationships with students, parents, and colleagues.
- Commitment to consistently role modelling positive behaviors.
- Strong organizational skills and attention to detail.
- First aid and CPR certification is desirable.
- Enthusiasm for promoting physical fitness and a healthy lifestyle among students.
- Strong interpersonal skills emphasizing tact, patience and courtesy.
- Ability to safely supervise Fitness Room, supporting all users, modelling correct techniques, and creating a positive culture.
- Knowledge of applicable high school regulations, policies, rules, and procedures as outlined in the Student Handbook.

PERFORMANCE RESPONSIBILITIES:

- Collaborate with the Physical Education teachers and other staff members to organize and supervise school-wide physical fitness events, intramural activities, and sports teams.
- Collaborate with the Physical Education teachers to develop lesson plans and instructional materials that align with the curriculum and cater to students' diverse needs and abilities.
- Support students with special needs or those requiring additional assistance, modifying activities to accommodate their individual requirements.
- Offer individual and group instruction to students, helping them develop fundamental skills, improve technique, and understand the rules of various sports and physical fitness activities.

- Assist in organizing and setting up equipment and materials needed for physical education classes.
- Provide guidance and supervision to students during physical activities, ensuring their safety and well-being at all times.
- Foster a positive and inclusive learning environment, encouraging teamwork, sportsmanship, and respect among students.
- Stay up-to-date with current research and best practices in physical education, incorporating innovative teaching methods and techniques into lessons.

SAS BELIEVES:

- That each employee makes a significant contribution to our success,
- That contribution should not be limited with the assigned responsibilities.

Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee nor SAS to only the work identified. It is the expectation of the School that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organization.

How we see the world is how we experience the world

We believe that diversity, equity, and inclusion enrich our community and create a sense of belonging that compels each of us to grow. Therefore, we commit to a journey of community growth that is grounded in best and sustainable practices rooted in our mission and core values. We seek individuals who are ready to contribute to such an environment.

Child Safeguarding at SAS

Shanghai American School, in keeping with our core values and vision statements, has a Child Protection Policy that guides our faculty, staff, and families in matters related to the health, safety and care of children in attendance at our school. By accepting employment at SAS, all faculty and staff agree to work in partnership with the School and abide by the policies adopted by the SAS Board.

With this in mind,

- Applications will be thoroughly and rigorously screened in line with our strong commitment to all aspects of child protection and safeguarding.
- Shanghai American School reserves the right to withdraw an applicant's candidacy at any time should information be forthcoming that may suggest the candidate is not suitable to progress in the process.
- Shanghai American School reserves the right to withdraw an applicant's candidacy if current and former supervisor references are not provided.
- Hiring is contingent upon successful criminal background checks.

Applicants are asked to apply as early as possible, as Shanghai American School reserves the right to close the selection process at any time.