



**Stamford American**  
INTERNATIONAL SCHOOL

## JOB DESCRIPTION

**Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.**

Position Title	PE and Aquatics Assistant	Reference: JAN2024HS
Function/Department	High School	Location: Stamford Woodleigh Campus
Manager Title	Deputy Principal, High School & PE Department Head	
Position Type	Permanent	
Position Status	Full Time	

### Position Objectives

Stamford American International School's Physical Education Assistant plays a key role in supporting our educational teachers with the delivery of the PE program during curriculum time. They will assist in the creation of a learning environment where students feel positively challenged in Physical Education activities. As an integral part of the Physical Education Department, they will have opportunities to develop skills in Physical Education curriculum areas including aquatics.

As an Physical Education and Aquatics Assistant at Stamford American International School, your primary objective is to support the delivery of the Physical Education program during curriculum time, creating a positively challenging learning environment for students in all activities. Fostering trusting relationships and ensuring student safety are key responsibilities. You will assist in pool area observations, enforce rules, and manage facilities and equipment. Collaborating with the Aquatic Director and PE Department, you'll maintain aquatic resources. Supervising students, responding to emergencies, and preparing accurate reports are crucial. Involvement in our Learn-to-Swim and competitive swim programs known as Lions Swim Academy presents additional growth opportunities.

### Responsibilities

**The job holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the relevant Cognita Safeguarding and Child Protection Policy and Procedures at all times. If, in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, they must report any concerns to the School's Designated Safeguarding Lead, Head of School, or to the Cognita Regional Safeguarding Manager.**

#### Main Responsibilities:

##### As an assistant to the PE Teacher:

- Assist with the teaching of learners in the PE curriculum in groups or as individuals as directed by the Head of PE/PE Specialist/Class teacher. Be present and with students as ability/instruction/ratios dictate.
- Develop trusting and effective relationships with students in the Physical Education environment.
- Constantly observe and report on areas or concerns that may present potential risk to the students.



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- Ensure that facilities are booked, maintained and equipment is well managed. Be responsible for setting up and packing up the pool/area on a day to day basis. Assist the PE Department in keeping resources up to date and in good condition.
- Supervise before and after their PHE lessons to ensure student safety and maintain Health and Safety ratios
- Enforce rules of the school in accordance with school policy.
- Maintain constant surveillance of students.
- Act immediately and appropriately to secure safety in the event of emergency; provide emergency care and treatment as required until the arrival of emergency medical service.
- Prepare and maintain appropriate reports. Ensure administration logs and checks are completed.
- Assist with the continual review and update of Health and Safety items, including Risk Assessments.
- Any other reasonable duties as delegated by the School Management.

As an assistant to the Aquatic PE Teacher:

- The Physical Education Assistant will assist PE faculty in delivering lessons to students, whether in groups or individually, following their direction and guidance.
- Building trusting relationships with students in the aquatics environment is a primary focus for the Aquatics Assistant, creating a safe and supportive learning atmosphere.
- Responsible for constant pool area observations, the Aquatics Assistant will promptly report potential risks and enforce school policies and pool rules diligently.
- Handling facility management, the Aquatics Assistant will book and maintain pool facilities and equipment, ensuring a well-prepared pool area each day.
- Collaborating with the Aquatic Director and PE Department, the Aquatics Assistant will maintain aquatic resources in excellent condition for effective teaching and learning.
- Supervising students before and after PE lessons in the pool, the Aquatics Assistant will maintain safety and adhere to Health and Safety ratios.
- The Aquatics Assistant will provide continuous poolside surveillance during swim lessons and respond promptly and appropriately in emergencies, offering necessary care until medical services arrive.
- Responsible for accurate reporting, the Aquatics Assistant will keep records of aquatics activities and student progress, along with completing necessary administrative tasks.
- Assisting in health and safety compliance, the Aquatics Assistant will participate in reviewing and updating protocols, including conducting Risk Assessments.
- The Aquatics Assistant will perform additional reasonable duties delegated by the School Management, supporting the overall functioning of the Aquatics Department.

### **Position Requirements**

- At least 1 year of experience in working with children or relevant educational certificate/diploma required
- Lifeguarding experience in pool environment
- Competitive swim experience desirable
- Understanding of and/or experience with various team sports preferable



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- Ability to work collaboratively in team environment
- Interpersonal skills and ability to relate confidently to parents and students
- Computer literate (Microsoft and Google applications,, Apple hardware)
- Ability to work under pressure and demonstrating initiative is essential
- Embody the Stamford Values – Courage, Ingenuity, Compassion, Integrity

### Qualifications

- Diploma or degree
- Swim Teaching qualification
- Lifeguarding qualification
- Maintenance of lifeguard qualification and training updates

### Contacts

The job holder will develop and maintain effective working relationships with:

- All Stamford teaching staff and non-teaching staff (Coaching, academic and administrative)
- All Physical Education staff
- All Aquatics staff
- Parents and students
- Parent Teacher Association
- ACSIS, SEASAC, and Singapore Swimming Association
- Reports to HS Head of PE

### Working Conditions

- School Environment
- Working hours 8am to 4:30pm, Monday to Friday
- Paid school holidays
- Expected attendance for staff days and training days

### Terms of Employment

- |                      |   |
|----------------------|---|
| • Medical Benefits:  | Local medical insurance provided the applicant is not currently covered |
| • Sick Leave/Hosp:   | 60 days hospitalization leave including 14 days sick leave              |
| • Probation Period:  | 3 months from date of commencement                                      |
| • Referee request:   | Required  |
| • Background Check:  | Required  |
| • Commencement date: | Immediately   |

*SAIS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Pre-employment background checks are mandatory and appointments are strictly subject to confirmation that all reference and background checks are completed to the satisfaction of Cognita, SAIS' holding organization.*

*We are an equal opportunity employer and disallow discrimination of age, ethnic origin, nationality, gender, religion, sexual orientation, family status, pregnancy, marital status, medical or mental health history, physical characteristics or disability. We welcome applications from all qualified candidates.*

*We regret that only shortlisted candidates will be notified.*