



JOB DESCRIPTION

LOCATION	Renaissance International School Saigon
JOB TITLE	Aquatics Coordinator/ Swim Lead (PE Educator) (6-month maternity cover)
JOB PURPOSE	An Educators' role at Renaissance International School in Saigon is to deliver a rigorous and comprehensive education to all students in all programmes. This role will play a crucial role in planning and implementing all curricula, fostering critical thinking skills, and supporting students in their academic and personal growth.
REPORTING TO	Head of Physical Education
OTHER RELATIONSHIPS	Students, teaching faculty, families (current or prospective)
PACKAGE	Competitive and to be discussed at interview
SAFER RECRUITMENT PRACTICES	<p>Renaissance International School 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 recruitment policy. Where possible, interviews will be conducted in person, and they will explore candidates' suitability to work with children.</p> <p>All staff are required to manage effective personal development as part of the school's commitment to invest in staff as the key resource in the organisation.</p> <ul style="list-style-type: none"> • Each individual must ensure that they meet their statutory responsibilities and school policies with regard to Health and Safety, Equal Opportunities and other relevant legislation. • Hold a current Criminal Background Check or International Police Check or equivalent for countries lived in outside of the UK tracing employment history for previous 10 years. • Any other appropriate duties as allocated by the Head of Section and/or Head of School
MISSION STATEMENT	<p>School Mission: As a student-centered, family-focused community, we will guide learners on their journeys towards fulfilling their individual potential, embracing their own independence and internationalism in a safe, supportive, and challenging environment.</p> <ul style="list-style-type: none"> • Exceptional Experiences - for us, in every area of school life, for all stakeholders, we contribute to providing the fullest educational and professional experience. • Outstanding Educators – the greatest impact on a child's growth and success comes from the quality and engagement of every Educator. The impact on a child's learning, support and growth needs to be immediate, positive, and lasting. • First-class Facilities - for us, we want to see our facilities support our aspirations for a first-class education and professional experience for all. • Unparalleled Service – in all we do, we focus on giving the highest levels of service for all of our community. Getting the little things right.
<p>Under the direction of the Head of PE, the Aquatics Coordinator/ Swim Lead will:</p> <ul style="list-style-type: none"> • plan and delivers a comprehensive programme of swimming lessons and activities to develop the swimming skills, technique, and confidence in the water of students in all ages and abilities; • oversee rigorous pool safety through effective maintenance and use of safety equipment and safety instruction to students; • maintain water quality through accurate application of relevant pool chemicals, in compliance with international standards, carrying out effective pool sample testing and recording results every day; • working with the Head of PE to coordinate lifeguards and teaching assistants, as well as ensuring all staff involved in any aspect of the use of the pool have relevant up to date training in lifeguard and other internationally recognized 	

swim coach qualifications.

The Aquatics Coordinator/ Swim Lead will:

- demonstrate patience and enthusiasm and be able to motivate students to accomplish their swimming goals;
- forge positive relationships with students, teachers, parents, and relevant suppliers;
- play a key role in communication about student welfare, attainment and progress working with the Head of PE to ensure accurate assessments are carried regularly and in line with each divisions reporting cycles;
- lead or supervise any swimming extracurricular activities (ECAs) held at the campus as delegated by the Head of PE or section heads;
- arrange and/or attend any swim meets involving Renaissance students.

Classroom Management and Student Support:

- Cultivate a positive and inclusive classroom environment that fosters student engagement and well-being.
- Establish clear expectations for behavior and implement appropriate classroom management strategies.
- Support students in setting and achieving personal and academic goals.
- Provide guidance and counseling to students as needed.

Professional Development and Collaboration:

- Engage in ongoing professional development to enhance teaching strategies and stay abreast of PYP, MYP and IBDP practices.
- Collaborate with colleagues to develop and share best practices.
- Actively participate in department meetings, school-wide initiatives, and professional learning communities.
- Contribute to the continuous development and improvement of all programmes in the school.

School Culture and Mission:

- Embrace and promote the school's mission, vision, and values.
- Foster a positive and inclusive school culture that celebrates diversity and promotes international mindedness.
- Participate in school events and extracurricular activities.
- Communicate effectively with stakeholders and represent the school professionally.

Additional Professional Responsibilities:

- Actively support playtime or lunchtime supervision duties, as required and directed.
- Offer a range of Enrichment (co-curricular) Activities as directed by the Head of Section.
- Actively promoting the school positively (including meetings with professional bodies, individuals and on social network sites) at all times.
- Working with fellow colleagues in a spirit of collaboration and positivity to maintain and enhance a pleasant professional working environment.
- Substituting for absent colleagues as directed by the Head of Section
- Attending required meetings punctually as agreed in the contract and as reasonably requested by the Head of Section.
- Participating in after/out of school events such as, but not restricted to; staff team briefing, staff team meetings, parents' evenings, residential/educational visits, as requested by the Head of Section.
- Undertaking any other reasonable tasks as allocated by the Head of Section and/or Head of School.

Quality of Learning:

- Ensure all children develop their English language proficiency.
- Plan lessons to ensure a high level of student engagement and participation.
- Ensure instruction is differentiated to ensure the needs of a wide range of learners is met and each child is appropriately challenged.
- Ensure children are encouraged to think critically, to embrace enquiry to problem solve both individually and collectively.
- Ensure all students are provided with opportunities for both collaborative and independent learning. Together we achieve more.
- Work collaboratively with other Educators and teaching assistants to support quality learning.
- Ensure students are given the appropriate level of homework to support the curriculum goals and intended learning outcomes.

- Maintain a safe, nurturing learning environment that is conducive to quality instruction and learning.
- Communicate progress through written reports, parent consultations and other, as required by the school.

Pastoral Care:

- Be the first point of contact and provide pastoral care to the children in your class(es).
- Maintain a purposeful, safe and nurturing learning environment for the children.
- Promote the general progress and well-being of individual children and of the class, as a whole.

Desired Qualifications and Experience

Experience/ Knowledge

• BEd degree in Physical Education or similarly recognised degree plus PGCE	Essential
• Internationally recognized, and verifiable, swim coach qualifications;	Essential
• Current Lifeguard training	Essential
• Experience in teaching the PYP, MYP and IBDP programme for at least 3 years specific to the subject area applying for	Highly Desirable
• Strong subject knowledge of the specific subject to be taught	Essential
• Range of teaching experience across different year groups.	Essential
• At least IELTS 6.5	Essential

Skills

• Good classroom practice and pedagogy	Essential
• Ability to prioritise workloads and to work on own initiative	Essential
• Excellent communication and interpersonal skills.	Essential
• Ability to differentiate instruction to meet the needs of diverse learners.	Essential
• Familiarity with educational technology tools and their integration into teaching.	Essential

Qualities specific to a dual-language school

• Relish the prospect of collegial planning and teaching with Vietnamese and English language colleagues	Essential
• Be able to engage and inspire new learners of English	Essential
• Be open to new ideas, embracing professional development	Essential
• Be creative in the design and delivery of the curriculum	Essential
• Knowledge of TESMC or similar training/experience in bilingualism	Highly Desirable

Personal Attributes

• High levels of personal integrity	Essential
• Good organisational and time-management skills	Essential
• Ability to work under pressure and remain calm	Essential
• Positive attitude	Essential
• A growth Mindset	Essential
• Be energetic and prepared to go the extra mile in shaping the school's future	Essential