

Division: Middle School/High School

Position: Physical and Health Education (PHE) Teaching Assistant (50%)
Fitness Instructor (50%)

Reports to: PHE Curriculum Leader & Athletic Trainer

Working Hours:

Varying hours. The position has flexible days with a commitment to 5 full days per week.

This is a short-term contract until June, 2023, with the possibility of renewal for the 23/24 school year likely as a full-time PHE Assistant.

Position overview :

The PHE Teaching Assistant assists PHE Teachers in planning and implementing learning experiences that advance the physical, intellectual, emotional, and social development of students within a safe and healthy learning environment. The Fitness Instructor manages the Fitness Center and ensures the safe use of the facilities and equipment as well as leading, advising and supervising student athletes, faculty and staff and community members in weight training and other areas related to fitness and health.

PHE Responsibilities:

- **Support:** Provide support to PHE teacher as requested
 - Use appropriate strategies to support students' learning
 - Assist in instructing students
 - Assist in field trips and sport events
 - Take initiatives in carrying out tasks or seeking information
 - Assist with set-up for instruction
 - Take initiative to ensure competence with instruction content and teaching strategies for classes that they are assisting with
 - Supervision of Lunch Break Duty per secondary staff requirements
 - Class cover during teacher's absence for short periods of time
 - Ensure maintenance of PHE Equipment and organization of storage spaces
- **Interaction with students**
 - Maintain good teaching-learning rapport with students
 - Model and collaborate to implement good behaviors
 - Understand learners' profiles and act accordingly
 - Willingness to develop knowledge of PHE Curriculum Terminology and model during instruction time and when interacting with students
- **Class management:**
 - Proactively manage student discipline in alignment with classroom agreement
 - Manage small groups and one to one exercise with students under teacher supervision
 - Help to ensure safety in active situations and with equipment setup
- **Resources Management:**

- Prepare and check for safety all PHE resources, equipment, materials and first aid kits based on the teacher's teaching plan
- Maintain inventory and stock control of all equipment and resources
- Collaborate with teacher to prepare playing fields and other areas
 - This includes taking initiative between short transition between class periods
 - Attendance at department meetings and some involvement in class planning process
- Commitment to develop UNIS community:
 - Provide after school coaching in sports as required
 - Contribute to the enrichment of student life at UNIS Hanoi, for example in sports, student clubs and/or UNIS Hanoi community services
 - Actively get involved in UNIS Hanoi community services programmes
- Contribution to the UNIS professional development
 - Seek feedback, reflect and act upon information received to develop professionally
 - Attend UNIS Hanoi planned training activities
 - Learn from others and share knowledge with others
 - Maintain First Aid Certification/CPR
- Other responsibilities as required by the Supervisors

Fitness Instructor Key Responsibilities:

- Supervise and lead weekend fitness programmes
- Design, lead and support fitness programmes for varsity HS athletes after school
- Evaluate physical fitness levels of all stakeholders
- Design individual exercise programs to meet the needs and goals of students, faculty/staff and community members
- Utilize various assessment techniques to help evaluate students, faculty/staff and Energize Members and monitor their progress
- Provide basic advice on diet and nutrition
- Provide encouraging feedback and setting up of routines
- Provide personal instruction on the safe and effective use of equipment
- Prepare daily usage and new member reports and report to supervisors
- Offer other potential fitness classes (such as Zumba, Pilates, Yoga, Boot camp etc)

Position requirements:

Updated 16 September 2022

1. Education / qualification

- University degree in Education/Sports Science and or Physical and Health Education

2. Experience

- Minimum 2+ years' experience in a similar role preferred, preferably in an international learning environment where English is the primary communication language
- Cross-cultural exposure and understanding

3. Technical knowledge

- Advanced English language skills for digital communications
- Subject matter knowledge
- Strong computer skills (Computer literacy (Google docs, ZOOM, Google Meet, spreadsheets, forms, emails, databases etc.)

4. Other core competencies

- First Aid and CPR Certification preferred
- Organizational skills
- Ability to communicate effectively and positively with students, faculty, parents and other constituents of the school community
- Ability to collaborate with team members within agreed protocols to focus on student learning and cross-curricular links
- Ability to develop respectful relations among children and adults, and between adults within a climate of trust that promotes peaceful solutions to problems

5. Special requirements:

- High level of physical fitness is required for this role
- At least one area of expertise (e.g. dance, fitness training certification, yoga) preferred
- Advanced certifications in fitness training highly desirable

Applications encouraged by November 1, 2022. We reserve the right to fill the position when the right candidate presents themselves.

Candidates must already have the legal right to work in Viet Nam.
