

## JOB FAMILY – Teaching & Learning Support

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| Job Name              | Educational Assistant - Chinese   |
| Job Code              |   |
| Job Summary           | <ul style="list-style-type: none"> <li>To actively support all students to a balanced school curriculum, including PYP Chinese.</li> <li>To support department by taking on practical roles of responsibility for administrative, managerial and auditing activities</li> <li>To join and work cohesively within a highly motivated and professional group of teachers</li> <li>Linking and communicating effectively with support staff.</li> </ul>  |
| Main Accountabilities | <p><u>Support for Learning and Teaching</u></p> <ul style="list-style-type: none"> <li>Assist in the educational and social development of pupils</li> <li>Assist in the implementation and planning of Individual Education Programmes for students and the monitoring of students' academic progress</li> <li>Assist students to access the curriculum safely. Matters relating to health and safety ultimately remain the teachers' responsibility</li> <li>Assisting the teacher/teachers to prepare teaching resources</li> <li>Assist in the maintaining of student records</li> <li>Support students with emotional / behavioural problems and help develop their social skills / behaviours, including the implementation of behaviour modification programmes when required</li> <li>Provide support for individual students inside and outside the classroom, including supporting access to camps, educational visits and whole school activities, to enable students to fully participate in activities</li> <li>Assist students with personal care needs e.g. toileting, changing clothes</li> <li>Monitor students' responses to learning tasks through a range of assessment activities, providing feedback to teachers</li> <li>Liaison with the Class Parent Representatives</li> <li>Taking an active part in the weekly EA meetings and training sessions to develop skills</li> <li>Participating in school wide meetings and initiatives where appropriate</li> <li>Attending professional development sessions and staff meetings when required</li> <li>Assisting with playground duties</li> </ul> <p><u>Administrative Duties</u></p> <ul style="list-style-type: none"> <li>Prepare and present displays of students' work: teachers will make professional decisions in determining what material is displayed</li> <li>Support teachers in photocopying and other tasks in order to support Learning and Teaching</li> <li>Undertake other duties from time to time as the teachers / managers require including: Collecting money; Copy typing and Inputting student data; Producing class lists; Record keeping, Filing; Collating material; Stocktaking; Cataloguing, preparing, issuing and maintaining equipment and materials and Ordering supplies and equipment</li> </ul> <p><u>Standards and Quality Assurance</u></p> <ul style="list-style-type: none"> <li>Support the aims and ethos of the School and Department by behaviours which display concern for the student as a whole person, tact, discretion, confidentiality and the willingness to work as a member</li> </ul> |

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|   | <p>of a team</p> <ul style="list-style-type: none"> <li>• Set a good example in terms of dress, punctuality and attendance</li> <li>• Work collaboratively with teachers</li> <li>• Attend team and staff meetings as requested</li> <li>• Undertake professional duties that may be reasonably assigned by the Manager or School Principal</li> <li>• Recognise and respond effectively to equal opportunities issues as they arise, following relevant policies and procedures</li> </ul>   |
| Typical reporting relationship                    | Department Head   |
| Minimum typical education                         | At least 2 years GCSE (pass A-C) or equivalent in Maths and English<br>At least level 2 of the English national qualifications framework  |
| Minimum typical experience                        | Relevant experiences in schools is preferred but not essential  |
| Core Professional/Technical Competencies required | <p><u>Abilities</u></p> <ul style="list-style-type: none"> <li>• Build and maintain successful relationship with students, treat them consistently, with respect and consideration, and are concerned for their development as learners</li> <li>• Fluent in English and Chinese</li> <li>• Ability to work effectively with individual students, small group and whole classes under the direction and supervision of a qualified teacher</li> <li>• Contribute to a range of teaching and learning activities</li> </ul> <p><u>Knowledge</u></p> <ul style="list-style-type: none"> <li>• Sufficient knowledge, expertise and awareness of students' social, emotional and learning needs to work effective with teachers as part of a professional team</li> </ul> |
| Core Soft/Transferable Competencies required      | <ul style="list-style-type: none"> <li>• collaborative / team player</li> <li>• communication</li> <li>• use of initiative</li> <li>• customer service</li> <li>• keeping commitments</li> <li>• work standards</li> </ul>  |
| Development/Training to support role competencies | <p><u>Development activities</u><br/>To be negotiated as part of the PRD (Professional Reflection &amp; Development) process</p> <p><u>Relevant courses</u><br/>To be negotiated as part of the PRD plan</p>  |
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**Confidential**