

JOB FAMILY – Teaching & Learning Support

Job Name	Educational Assistant - Chinese
Job Code	
Job Summary	<ul style="list-style-type: none"> To actively support all students to a balanced school curriculum, including PYP Chinese. To support department by taking on practical roles of responsibility for administrative, managerial and auditing activities To join and work cohesively within a highly motivated and professional group of teachers Linking and communicating effectively with support staff.
Main Accountabilities	<p><u>Support for Learning and Teaching</u></p> <ul style="list-style-type: none"> Assist in the educational and social development of pupils Assist in the implementation and planning of Individual Education Programmes for students and the monitoring of students' academic progress Assist students to access the curriculum safely. Matters relating to health and safety ultimately remain the teachers' responsibility Assisting the teacher/teachers to prepare teaching resources Assist in the maintaining of student records Support students with emotional / behavioural problems and help develop their social skills / behaviours, including the implementation of behaviour modification programmes when required 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 Assist students with personal care needs e.g. toileting, changing clothes Monitor students' responses to learning tasks through a range of assessment activities, providing feedback to teachers Liaison with the Class Parent Representatives Taking an active part in the weekly EA meetings and training sessions to develop skills Participating in school wide meetings and initiatives where appropriate Attending professional development sessions and staff meetings when required Assisting with playground duties <p><u>Administrative Duties</u></p> <ul style="list-style-type: none"> Prepare and present displays of students' work: teachers will make professional decisions in determining what material is displayed Support teachers in photocopying and other tasks in order to support Learning and Teaching 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 <p><u>Standards and Quality Assurance</u></p> <ul style="list-style-type: none"> 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

	<p>of a team</p> <ul style="list-style-type: none"> • Set a good example in terms of dress, punctuality and attendance • Work collaboratively with teachers • Attend team and staff meetings as requested • Undertake professional duties that may be reasonably assigned by the Manager or School Principal • Recognise and respond effectively to equal opportunities issues as they arise, following relevant policies and procedures
Typical reporting relationship	Department Head
Minimum typical education	At least 2 years GCSE (pass A-C) or equivalent in Maths and English 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"> • Build and maintain successful relationship with students, treat them consistently, with respect and consideration, and are concerned for their development as learners • Fluent in English and Chinese • Ability to work effectively with individual students, small group and whole classes under the direction and supervision of a qualified teacher • Contribute to a range of teaching and learning activities <p><u>Knowledge</u></p> <ul style="list-style-type: none"> • Sufficient knowledge, expertise and awareness of students' social, emotional and learning needs to work effective with teachers as part of a professional team
Core Soft/Transferable Competencies required	<ul style="list-style-type: none"> • collaborative / team player • communication • use of initiative • customer service • keeping commitments • work standards
Development/Training to support role competencies	<p><u>Development activities</u> To be negotiated as part of the PRD (Professional Reflection & Development) process</p> <p><u>Relevant courses</u> To be negotiated as part of the PRD plan</p>