

## JOB FAMILY – Teaching & Learning Support

Job Name	Educational Assistant – English as an Additional Language
Job Code	
Job Summary	To support learning development teachers and secondary teachers in the day-to-day teaching and learning of students with English language needs. This primarily focuses on supporting English as an additional language (EAL), The role requires fluency in the English language and a competent mathematical ability.
Main Accountabilities	<p>The roles and responsibilities will include, but not necessarily be limited to</p> <p>Classroom roles &amp; responsibilities</p> <ul style="list-style-type: none"> <li>Working collaboratively with EAL teacher and the LDT to plan, develop resources and to support student learning</li> <li>To work with Learning Diversity Team and classroom teachers</li> <li>Develop students' independent learning skills and self esteem</li> <li>Helping students to concentrate on and finish work set</li> <li>Clarifying and explaining instructions</li> <li>Establishing supportive relationships with students</li> <li>Assisting students to meet their individual learning targets</li> <li>Assisting the teachers to prepare teaching resources</li> <li>Assisting the teachers with administrative tasks</li> </ul> <p>Other roles and responsibilities</p> <ul style="list-style-type: none"> <li>Taking an active part in the weekly EA meetings and training sessions to develop skills</li> <li>Attend LDT meetings and subject meetings where required</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 or lunchtime support sessions</li> </ul>
Typical reporting relationship	Head of Learning Diversity Team
Minimum typical education	Proficiency in English and Cantonese is essential. Secondary school qualifications (HKSE Leve 4-5) in English, Maths and Science.
Minimum typical experience	Relevant experiences in schools is preferred but not essential
Core Professional/Technical Competencies required	<p>Abilities</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>Demonstrate flexibility and taking initiative in classroom settings</li> </ul> <p>Fluent in English</p> <ul style="list-style-type: none"> <li>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.</li> </ul> <p>Knowledge</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	Development activities To be negotiated as part of the PRD (Professional Reflection & Development) process  Relevant courses To be negotiated as part of the PRD plan
Notes:	

**Confidential**