JOB DESCRIPTION

Teaching Assistant

The Teaching Assistant serves Generations Christian Education (Generations) supporting the implementation of its vision for Christian Education in Hong Kong by assisting teachers in class and special teachers and with students.

Line management will be provided by the homeroom teacher /Mandarin teacher in the case of Educational Assistants/Educational Assistants - Mandarin or Learning Support Co-ordinator (LSCo)/Learning Support Teacher (LST) in the case of Learning Support Assistants.

Performance Management will be provided by a member of the School Management Team and functions through regular meetings, the annual Performance Management cycle and Teaching Assistant meetings.

The term Teaching Assistant is generic. Within this definition, this position titles include:

1. Educational Assistants provides general classroom support to the homeroom teachers and subject/special teachers when delivering the curriculum to students.

2. Educational Assistants – Mandarin provides general classroom support to the Mandarin teachers when delivering the curriculum to students.

3. Learning Support Assistants operate particularly in support of LSCo/LSTs in working with children with particular needs when delivering the curriculum to students. Learning Support Assistants provides support to students who participate in the Learning Support Services Programme.

Key Duties

Classroom and Support:

- To provide general instructional support to students in the lesson so that daily lesson objectives are reached in the classroom.
- To provide assistance to help students to reinforce targeted lesson skills on a one-to-one basis or in small or large groups of students.
● To work under the direction of homeroom teachers or Mandarin teachers or subject/special teachers or LSCo/LST and be available to provide targeted support to students.
● To assist homeroom or Mandarin or subject/special teachers or LSCo/LST in the preparation of resources and the classroom.
● To provide assessment information on children’s achievements in tasks they have been supporting with.
● To provide clerical support to the homeroom teachers or Mandarin teachers or subject/special teachers or LSCo/LST.
● To assist Mandarin teachers in implementing strategies and activities to support and maximize each student’s ability to learn Mandarin.
● To help homeroom teachers or Mandarin teachers or subject/special teachers or LSCo/LST with various duties of classroom management such as supervising students during class time
● To take on ad hoc tasks as directed by the Principal

Community:

● To be a positive representative in the community that encourages them to support the Vision and Mission of the school.

Administration:

● Ensure that classroom administrative duties are carried out promptly and thoroughly such as distribution of letters and information to parents, collection and processing of moneys and forms, submission of internal forms.
● Provide ad-hoc administration support to the school office if required.

Risk management:

● Monitoring students and the environment for safety and security. Identifying areas of risk and working with the Principal and other staff to improve safety and security for all people and property.

Other:

● Perform other ad hoc duties as required.