**JOB FAMILY – Teaching & Learning Support**

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| Job Name | Educational Assistant - Chinese |
| Job Code |  |
| Job Summary | * 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 | Support for Learning and Teaching   * 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   Administrative Duties   * 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   Standards and Quality Assurance   * 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 of a team * 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 | Abilities   * 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   Knowledge   * 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 | * collaborative / team player * communication * use of initiative * customer service * keeping commitments * work standards |
| 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 |
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**Confidential**