

## Job Description

Role Name	<b>Sha Tin Junior School</b> <b>Educational Assistant</b>
Role Summary	<p>To actively support all students to a balanced school curriculum.</p> <p>To support department by taking on practical roles of responsibility for administrative, managerial and auditing activities.</p> <p>To join and work cohesively within a highly motivated and professional group of teachers.</p> <p>Linking and communicating effectively with support staff.</p>
Main Accountabilities	<p><b><u>Support for Learning and Teaching</u></b></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>• Support students in mainstream classes including all academic subjects and all aspects of PE including swimming and field sports.</li> <li>• Assist students to access the curriculum safely. Matters relating to health and safety ultimately remain the teachers' responsibility.</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> </ul> <p><b><u>Administrative Duties</u></b></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 / office 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><b><u>Standards and Quality Assurance</u></b></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 of a team.</li> <li>• Set a good example in terms of dress, punctuality and attendance</li> <li>• Work collaboratively with teachers.</li> </ul>



	<ul style="list-style-type: none"><li>• Attend team and staff meetings as requested</li><li>• Undertake professional duties that may be reasonably assigned by the Office Manager or School Principal.</li></ul>
Typical reporting relationship	Lead Teacher Mandarin
Minimum typical education	Matriculated
Minimum typical experience	Relevant experiences in schools is preferred but not essential
Core Professional / Technical Competencies required	<u>Abilities</u> Fluent in Mandarin & English
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>