



St Joseph's Institution International Malaysia POSITION DESCRIPTION

| | | | |
|--------------------------|---|-----|------------|
| Job Title: | <i>Mandarin Language Teaching Assistant</i> | | |
| Reporting To: | <i>Class Teacher/ LM</i> | | |
| Effective starting from: | <i>January 2020</i> | To: | <i>TBA</i> |

Main Purpose of the Job:

- To assist in development of pupils' learning, the provision of care and the management of pupils' behaviour under the guidance of teaching staff/senior colleagues.
- To support the mandarin teachers with their responsibility for the development and education of all pupils.

Support for the Pupils

- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.

Support for the Mandarin Teacher

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Assist with the planning of learning activities.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Establish constructive relationships with parents/carers
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work.
- Support teaching /senior staff with routine administration, e.g. photocopying, typing, filing, money, administration of coursework etc.



St Joseph's Institution International Malaysia POSITION DESCRIPTION

Support for the Curriculum

- Assist with the implementation of structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference to ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
- Accompany teaching staff and pupils on educational visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.

Person specification: Learning Support Assistant

| | |
|-------------------------------|--|
| Experience | <ul style="list-style-type: none"> ● Working with or caring for children of relevant age |
| Qualifications | <ul style="list-style-type: none"> ● Good Mandarin skillsy ● First aid training/training as appropriate |
| Knowledge & Skills | <ul style="list-style-type: none"> ● Effective use of ICT to support learning ● Use of other equipment technology – video, photocopier ● Understanding of relevant policies/codes of practice and awareness of relevant legislation ● General understanding of teaching Mandarin ● Basic understanding of child development and learning ● Ability to self-evaluate learning needs and actively seek learning opportunities ● Ability to relate well to children and adults ● Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these |
| Personal Attributes | <ul style="list-style-type: none"> ● Confidence, warmth, sensitivity, reliability, and enthusiasm ● Ability to communicate effectively with children and young people ● Good interpersonal skills ● Team player |