



St Joseph's Institution International Malaysia POSITION DESCRIPTION

Job Title:	<i>Language Teacher and Teaching Assistant</i>		
Reporting To:	<i>Specific Mandarin HOD/ Class Teacher</i>		
Effective starting from:	<i>April 2020</i>	To:	<i>TBA</i>

Main Purpose of the Job:

- To support the Language acquisition of all pupils.
- Plan, prepare and delivering language lessons to groups.
- Teaching small groups or on a one-to-one basis.
- Assessing and recording pupils progress

Language Support:

- Catering for the various needs of a group of students which might contain a wide range of abilities and experiences of learning language
- To liaise with other language tutors when necessary.
- To meet deadlines and communicate with language co-ordinators when necessary
- To teach language to pupils assigned to your class within the school and carry out duties as required by the Language Leader
- Ensure that planning, preparation, recording, assessment and reports meet the expectations of the school. Language teachers will actively encourage conversation in the classroom (through techniques such as paired activities, group work, role-play, games, communicative activities and so on).
- Demonstrate a proactive approach towards professional development.

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 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.



St Joseph's Institution International Malaysia

POSITION DESCRIPTION

- 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.

Support for the Curriculum

- Assist with the implementation of structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Assist with the implementation of programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, early years, recording achievement and progress and feeding back to the teacher.
- 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.



St Joseph's Institution International Malaysia POSITION DESCRIPTION

Person specification: Language and Learning Assistant

Experience	<ul style="list-style-type: none"> ● Working with or caring for children of relevant age
Qualifications	<ul style="list-style-type: none"> ● Language Teaching Qualification ● Experience of supporting language. ● Good numeracy/literacy skills ● Completion of SJIIM Learning Assistant Induction Programme ● Training in the relevant learning strategies e.g. literacy ● First aid training/training as appropriate
Knowledge & Skills	<ul style="list-style-type: none"> ● Expert in the ● Effective use of ICT to support learning ● Use of other equipment technology – video, photocopier ● Understanding of relevant polices/codes of practice and awareness of relevant legislation ● General understanding of national/foundation stage curriculum and other basic learning programmes/strategies ● 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