



St. Joseph's Institution International School

POSITION DESCRIPTION

Title:	<i>Mandarin Teaching Assistant</i>
Reporting To:	<i>Head of Mandarin</i>

Primary Purpose:

- To assist in the development of pupils' learning, the provision of care, and the management of pupils' behaviour under the supervision of senior colleagues.
- To support the Mandarin Department in its responsibility for the development and education of all pupils.
- To cover classes as and when required (depending on level and experience).
- To deliver lessons in accordance with the timetable as required.
- To ensure that planning, preparation, recording, assessment, and reporting meet the expectations of the school.
- To support the Head of Department with any ad hoc tasks or responsibilities as required.
- To promote the Lasallian Mission and Core Values of SJIS
- To actively contribute to the wider development and growth of the school.
- To demonstrate thorough curriculum knowledge.
- To demonstrate a proactive approach to professional development.

Support for the Pupils:

- 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 with the support of the Head of Mandarin.

Support for the Team:

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the displays 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.
- Collaborate and communicate with other teachers to further pupils' learning, progress and achievement
- Promote positive pupil behavior, 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, filing, administration of coursework etc.

Support for the Curriculum:

- Assist with implementing 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 recording achievement and progress and feeding back to the teacher.
- Support the use of IT 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 diversity to ensure all pupils have equal 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 and professional development.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times
- Accompany teaching staff and pupils on educational visits, trips and out-of-school activities as required and take responsibility for a group
- Participate actively in the CCA programme

Person specification: Teaching Assistant

Experience	<ul style="list-style-type: none">● Experience of teaching children of relevant age
Qualifications	<ul style="list-style-type: none">● Bachelors' degree.● Native Chinese Speaker and fluent in English● Training in the relevant learning strategies e.g. literacy
Knowledge & Skills	<ul style="list-style-type: none">● Effective use of IT to support learning● Use of other equipment technology – IWB, video, photocopier● Understanding of relevant policies/codes of practice and development in language education● General understanding of curriculum and other basic learning 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
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 and team work