



# SHREWSBURY INTERNATIONAL SCHOOL

HONG KONG

## **Position: Teacher Assistant**

Shrewsbury International School Hong Kong opened in 2018. A primary school, we provide almost 1,000 places for children aged between 3 and 11 years old.

Operating within a world-class and purpose built facility, students and teachers enjoy wide access to our swimming pools, sports hall, dance studio, gymnastics centre, auditorium and recital suite. These spaces, among others, have been designed bespoke for primary aged children.

The school enjoys an advantageous setting in Tseung Kwan O - easily accessible by road and MTR, it also benefits from the strongest of partnerships with Shrewsbury School in the UK ([www.shrewsbury.org.uk](http://www.shrewsbury.org.uk)).

### **Salary:**

This is a local position - salary would be dependent upon experience.

### **Key Responsibilities:**

The Teacher Assistant will:

- Be line managed by the Key Stages Team Leader with day to day direction from the Class Teacher;
- Work closely with the Class Teacher and subject leaders to provide planning and teaching and learning of the highest quality;
- Work closely with the Class Teacher to provide for student's learning, social, pastoral and personal needs;
- Work with other professionals in meeting the needs of students;
- Attend staff meeting and training and development sessions as required;

- Be available on campus within term time between the hours of 07:30 and 15:30;
- Support the school's Philosophy and Objectives;
- Take an active part in all class and year group activities;
- Work with groups and individuals on learning tasks;
- Assist in the assessment of students and in the maintenance of records;
- Prepare materials and equipment for activities;
- Assist in the preparation of displays;
- Assist in the setting up and maintaining of an efficient and well ordered learning environment;
- Take an active role in classroom administration;
- Assist in home communication;
- Participate in training and development activities;
- Undertake duties in accordance with the duty roster;
- Participate in the ECA Programme;
- Assist students in meeting behaviour and social expectations;
- Provide individual support for students.

### **Professional Expectations:**

The Teacher Assistant will:

- Demonstrate skills in promoting the school's philosophy and policy;
- Have excellent communication and interpersonal skills;
- Have a good understanding of how children learn;
- Have an understanding of teaching and learning strategies;
- Be professional in approach and set good examples;
- Be conscientious, efficient and organised;
- Give high regard to Health and Safety;
- Actively seek to improve their practice and participate in Training and Development;
- Have high regard to creating a high quality learning environment;
- Maintain the confidentiality of information;
- Mandarin language skills would be an advantage.

### **Child Safeguarding:**

Shrewsbury International School is committed to Safeguarding and promoting the welfare of children. The successful candidate will be required to:

- Attend regular in-house child protection and safeguarding programmes and sign a Code of Conduct;
- Play a leading role in promoting and safeguarding the welfare of all students in the school;

- Report to the Designated or Deputy Safeguarding Lead any concerns they have for the welfare of a student;
- Report to the Designated or Deputy Safeguarding Lead any unsafe practices witnessed within the school as outlined in The School's Speak Out Policy;
- Keep professional relationships with students where personal boundaries are respected and maintained.

**Requirements:**

- Satisfactory criminal record checks prior to the start of contract;
- 3 signed, confidential references (one of which will be from the candidate's current headteacher/employer) before the start of contract;
- Verification of original qualifications.

**How to Apply:**

Applications will only be accepted through the full completion of a Teaching Support Staff Online Application Form at: <https://www.shrewsbury.edu.hk/recruitment/vacancies>

**Further Details:**

Full details of the school are available on our website at <http://www.shrewsbury.edu.hk>. Any queries should be forwarded to our Human Resources department at: [vacancies@shrewsbury.edu.hk](mailto:vacancies@shrewsbury.edu.hk)