



SHREWSBURY INTERNATIONAL SCHOOL

HONG KONG

Position: Library Teaching Assistant

Posting Date:

Closing Date:

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).

Key Responsibilities:

The Library Teaching Assistant will:

- Be a passionate reader with an enthusiasm for children's literature;
- Report to and act in direct support of the Librarian;
- Assist in the day-to-day operations of the Library;
- Support with the management of Library services, to ensure the provision of an effective resource and information service to the students, teaching staff, and other members of the school community;
- Support with the upkeep and decoration of the Library;
- Assist in the sourcing and development of teaching and learning materials;

- Attend meetings and development sessions, as required;
- Provide administrative support;
- Monitor and manage the communal behaviour of students during break and lunch times;
- Support with the enactment of school policies;
- Be available on campus within term time between the hours of 07:30 and 15:30.

Professional Expectations:

The Library Teacher Assistant will:

- Have excellent communication and interpersonal skills;
- Be conscientious, efficient and organised;
- Be keen to learn;
- Be a native user of the Chinese language;
- Demonstrate a good level of spoken and written English.

Child Safeguarding:

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

- Attend child protection and safeguarding training and sign a Code of Conduct;
- Play a leading role in promoting the welfare of students;
- Report any concerns they have for the welfare of a student to the Designated or Deputy Safeguarding Lead;
- Report any concerns they have relating to interactions observed between adults and students to the Principal;
- Keep professional relationships with students where personal boundaries are respected and maintained.

Requirements:

- Compliance with visa requirements for working in HK;
- 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 Teacher 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