

## Job Description

Job title/Position: Primary School Co-teacher

School: Primary School (K - G5)

Direct Supervisor: Primary School Principal

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### Position Overview

The Co-teacher will work alongside Primary School staff from various departments in an effort to ensure that the department is well organized and maintained, and that general tasks are completed on a need basis. The Co-teacher will work under the guidance of the lead teachers and the School Principal, and will perform duties across the whole school campus as/when required. The Co-teacher will also, wherever possible, check to ensure that activities and interactions meet the needs of all students in line with the mission, vision and values of the school.

### Qualifications and Experience

The Co-teacher should have:

- A good level of spoken and written English
- A good level of Digital Literacy
- A willingness to be flexible with approaches and tasks
- A solid work ethic
- Initiative
- A willingness to learn new approaches/methods
- Good communication skills

### General Responsibilities

The Co-teacher will work closely with all departmental staff to:

- Communicate and liaise on a regular basis with fellow team/department/grade members with regards to planning, assessment, parent and community contact, subject organization and classroom issues including discipline, expectations and routines
- Communicate and liaise with other school colleagues in an effort to promote and establish integrative links and/or awareness
- Take an active role in behavioural management and pastoral care of class and homeroom groups
- Attend and constructively contribute in staff meetings
- Assist in supervision of student breaks (snack and lunch)
- Coordinate class activities as deemed necessary
- Assist, as required, in the development of curricular materials
- Act as a resource/contact/support for new staff members (i.e. curriculum, schedules)
- Arrival and dismissal duties morning and afternoon
- Be aware of the environment to ensure the safety of the children
- Administer primary care and tend to children's needs as necessary
- Treat and speak to children with respect
- Respond to children's work and behaviours objectively

- Maintain the same discipline as the teacher by discussing the issues at the beginning of the school year
- Attend field trips and camps if applicable
- Support the classroom teacher by working with small groups of students
- Under guidance of the classroom teacher, present topics to students using an inquiry-based method
- Under the guidance of the classroom teacher, teach in a manner that supports the mission statement of the school
- Serve in the role of the classroom teacher on a short-term basis e.g. teacher absence.
- Attend PE, Mandarin, Music, Art, IT classes with students as required.
- Repeat lessons for split classes i.e. Art or IT as required
- Communicate with the teacher and be proactive
- Organization: to be determined in collaboration with teacher
- Participate in professional development
- Participate in weekly planning meeting or are up to date with day to day planning
- Take anecdotal notes as required
- Give consistent feedback to students and teachers as required
- Prepare teaching materials under the guidance of the classroom teacher as required
- Attend parent teacher conferences
- Assist with the preparation of the portfolios
- Check homework folders
- Attend to reply slips and money
- Submit the daily attendance
- Help organize display boards both in and outside the classroom (in consultation with the classroom teacher). Involve students in this whenever possible.
- Organize home readers for the student as required
- Mark homework and class work as required
- Participate on school committees, such as WASC accreditation and Technology committees
- Continue own professional development through conference attendance, seminars, network meetings, journals.

### School Hours

7:30 a.m. to 3:45 p.m. Monday to Friday. Classes meet 8:00 a.m. to 3:10 p.m. With the exception of Wednesday with the early dismissal of all students to enable teachers to engage in professional and curriculum development from 1:30 p.m. - 4:45 p.m.

Contact: [recruitment@hkacademy.edu.hk](mailto:recruitment@hkacademy.edu.hk)

January 2019