

Job Description

Job title/Position: Primary School Co-teacher

School: Primary School (K - G5)

Direct Supervisor: Primary School Principal

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 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 either morning or afternoon
- Ride the PE bus as required
- 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 3:30 p.m. Monday to Friday. Classes meet 8:00 a.m. to 3:00 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