

## Job Description

Job title/Position: Mandarin Primary School Co-Teacher

School: Primary School (K - G5)

Direct Supervisor: Primary School Principal

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### Position Overview

The Mandarin Primary School Co-Teacher will work alongside Primary School staff from various departments in an effort to ensure that the learning programme is well organised and maintained, and that general tasks are completed on a need basis. The Co-Teacher will work under the guidance and direction of the Class Teachers and Mandarin Teachers. The Co-Teacher will be supervised by and report to the School Principal. They will perform duties across grade levels as/when required, supporting students in and out of the classroom. The Co-Teacher will also ensure that engagements and interactions meet the needs of all students in line with the mission, vision and values of the school.

### Qualifications and Experience

The Mandarin Primary School Co-Teacher should have:

- Native Mandarin Speaker
- A proficient level of spoken and written English
- A proficient level of Digital Literacy
- A willingness to be flexible with approaches and tasks
- A solid work ethic
- The ability to take initiative
- A willingness to learn new approaches/methods
- Strong communication skills
- Strong collaborative skills

### General Responsibilities

The Mandarin Primary School Co-Teacher will work closely with all departmental staff to:

- Participate actively in the co-planning, co-teaching, co-assessing and co-reflecting of student programmes
- Take an active role in behavioural management and pastoral care of students
- Collaborate with classroom teachers
- Lead individual and/or small group programmes under the direct supervision of classroom teachers
- Attend and constructively contribute in staff and team meetings and stay up-to-date with day-to-day planning and plan for differentiated instruction
- Assist in the supervision of student breaks (snack and lunch)
- Coordinate class activities as deemed necessary
- Assist, as required, in the development and preparation of curricular materials
- Act as a resource/contact/support for new staff members (i.e. curriculum, schedules)
- Take part in arrival and dismissal duties in the morning and afternoon
- Be aware of the environment to ensure the safety of the children

- Treat and speak to children with respect
- Respond to children's work and behaviours objectively
- Attend field trips and camps if applicable
- Support the classroom teachers by working with whole class, small and individual groups of students across grades and grade levels 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 specialists' class, e.g. PE, Music, Art, LIT, IT classes with students as required
- Participate in professional development
- Take anecdotal notes as required
- Give consistent feedback to students and teachers as required
- Actively contribute to Parent Teacher Student Conferences
- Check homework folders and classwork, as well as organise home readers for the student where applicable
- Help organise display boards both in and outside the classroom (in consultation with the classroom teacher)
- Participate in school committees, such as WASC accreditation and Technology committees
- Continue their own professional development through conference attendance, seminars, network meetings, journals, and so on.
- Read and respond to all email communication, e.g. staff memos, school correspondence, surveys, parent emails, and so on, within 48 hours
- Other duties as assigned by supervisor

### School Hours

7:30 a.m. to 3:30 p.m. Monday, Tuesday, Thursday. 7:30 a.m. to 4:45 p.m. and Friday 7:30 p.m. to 3:15 p.m. 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. to 4:45 p.m.

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

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