

## **Job Description**

**Job title/Position:** Primary School Co-Teacher

**Division:** Primary School / Learner Support

**Direct Supervisor:** Primary School Principal / Learner Support Director

---

### **Position Overview**

The 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 Learner Support Coordinators. The Co-teacher will be supervised by and report to the Primary School Principal (Pre-K-Gr2) or Learner Support Director (Gr3-5) with regards to HR matters. They will perform duties across the whole school campus as/when required, supporting students in and out of the classroom. The Co-teacher will also 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 Primary School/Learner Support Co-teacher should have:

- 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 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, with mentorship, in supporting student's behaviour and with the pastoral care of students
- Collaborate with classroom teachers, counsellor, and learner support coordinators through observations, academic, behavioural and social-emotional support to meet the needs of individual students
- Lead individual and/or small group intervention and design individual and/or small group programmes under the direct supervision of the Learner Support Coordinators
- Liaise with Occupational and Speech and Language Therapists regarding scheduling and programing for all students
- Attend and constructively contribute in staff and team meetings and stay up-to-date with day-to-day planning and support the planning 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
- Serve in the role of the classroom teacher on a short-term basis e.g. teacher absence.
- Attend specialists' class, eg. PE, Music, Art, LIT, IT classes with students as required.
- Participate in professional development
- Take anecdotal notes as required and communicate regularly with parents of students on their shared caseload
- Take on the role of co-case manager for students receiving learning support under the supervision of the Learner Support Coordinators
- 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
- Submit daily attendance
- Help organise display boards both in and outside the classroom (in consultation with the classroom teacher). Involve students in this whenever possible
- Participate in school committees, such as WASC accreditation and Technology committees
- Continue own professional development through conference attendance, seminars, network meetings, journals, and so on
- Read and respond to all email communication, eg. 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 3:45 p.m. Mondays, Tuesdays, Thursdays. 7:30am to 3:15pm on Fridays. 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)

**February 2022**