

Job Description

Job Title/Position: Primary School English As An Additional Language (EAL) Teacher

Department: Student Support Services

Direct Supervisor: Student Support Services Director

Position Overview

Hong Kong Academy is a leader in inclusive education and places emphasis on diversity, inclusion, and pathways to individual excellence. The Primary School EAL Teacher facilitates Hong Kong Academy's EAL program and provides direct instruction for a caseload of students who are learning English as an additional language. He/She adheres to the school's mission, policies, and beliefs; among those beliefs is foremost that all children enrolled in Hong Kong Academy are fully participating members of the HKA school community.

Qualifications, Experience, and Mindset

The Primary School EAL Teacher should have:

- Current teaching certification appropriate to Primary School and EAL Support
- A minimum of an undergraduate degree in the area of expertise required
- A postgraduate degree or certificate in EAL or equivalent
- A strong belief in, and commitment to delivering, the school's mission and vision
- A positive, collaborative attitude and approach
- A solid understanding of and desire to work with primary school students

Preferred Skills and Experience:

- A master's degree in an EAL related field
- Experience and understanding of the IBPYP programme and how to differentiate these programmes for EAL learners
- Experience in curriculum and assessment development
- Experience and knowledge of administering the WIDA and using this tool to inform EAL teaching instruction
- Recent and relevant professional development, including recent IBPYP and EAL training
- Ability to design learning experiences that incorporate digital tools and resources to promote student learning
- Ability and experience in co-teaching and co-assessing with relevant subject teachers
- Ability and experience in building capacity in the wider faculty to support EAL students

Responsibilities and Expectations

The Primary School EAL Teacher will be responsible for the effective learning of EAL students. In support of this, the teacher is expected to implement the seven learning and teaching standards that bring the school's mission and values to life. The list below provides an overview of key responsibilities and expectations.

Embody and nurture HKA's mission, vision, and values

- Create inclusive environments characterised by mutual benefit for all community members
- Support in student learning activities beyond the classroom
- Participate in and assist with school events as required
- Mentor students and facilitate learning experiences as part of the advisory programme

Model and promote the skills and attitudes of an internationally minded person

- Take an active role in pastoral care and behavioural management of students (including assisting in supervising student breaks)
- Provide authentic experiences in which learners might become responsible members of local, national and global communities

Contribute to the curriculum cycle

- Utilise the frameworks of the IBPYP
- Embed multiple entry points for a range of learners into all three components of the curriculum (written, assessed, and taught curriculum)
- Use inquiry as a pedagogical framework for teaching and learning

Use assessment and feedback to improve teaching and learning

- Determine the extent to which learning outcomes are on the way to being achieved based on the IBPYP frameworks, and school assessment policy
- Utilise assessment strategies to guide learners in their continual growth
- Create and implement modifications and accommodations for a diverse range of learners
- Create, deliver, and evaluate EAL Learning Plans
- Make ongoing adjustments to the design of the learning experiences
- Maintain up-to-date records of assessment, attendance, planning, reports, conferences, and communication with parents

Evaluate and apply relevant research based strategies in a diverse and inclusive setting

- Promote innovative and creative approaches to thinking and learning
- Differentiate instruction so as to customise and personalise learning activities to address students' diverse learning strengths and needs
- Collect and use data to draw conclusions about what will best support learning

Create a culture of thinking

- Craft meaningful experiences in which learners can take ownership of their own learning and understanding
- Structure interactions to show respect for one another and value everyone's contributions in the spirit of the ongoing inquiry

Collaborating with all members of the learning community

- Collaborate and communicate with fellow team members in order to have productive dialogue and share in decision making
- Establish partnerships with parents so that they are well informed about student progress and work together to support student growth

School Hours

7:30 a.m. to 3:30 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

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