

Job Description

Job title/Position: Secondary School English and an Additional Language (EAL) Co-Teacher

Division: Secondary School / Learner Support

Direct Supervisor: Student Support Services Director

Position Overview

The EAL Co-teacher (EALCT) will work alongside Secondary School staff from various departments to support students who are learning the English language and/or may have a range of additional learning needs. The EALCT will work under the guidance of the EAL and Learner Support teams and will perform duties across the secondary school division as/when required. The EALCT 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 EALCT should have:

- A proficient level of spoken and written English, ability to communicate in Mandarin is an advantage
- 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
- Good communication skills
- Good collaborative skills

General Responsibilities

The EALCT 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 subject teachers, counsellor, and learner support teachers through observations, academic, behavioural and social-emotional support to meet the needs of individual 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 subject teacher on a short-term basis e.g. teacher absence.
- Participate in professional development

- Take anecdotal notes as required and communicate regularly with parents of students on their shared caseload
- 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
- 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

7:30am to 3:30pm Mondays, Tuesdays, Thursdays. 7:30am to 3:15pm on Fridays. Classes meet 8:00am to 3:10pm. With the exception of Wednesday with the early dismissal of all students to enable teachers to engage in professional and curriculum development from 1:30pm - 4:45pm.

Contact: recruitment@hkacademy.edu.hk

May 2025