

Job Description

Job title/Position: Secondary School Inclusion Co-teacher

School: Secondary School

Direct Supervisor: Student Support Services Director

Position Overview

The Inclusion Co-teacher will work alongside Secondary School faculty from various departments to support students who are learning the English language and/or may have a range of additional learning needs. The Inclusion Co-teacher will work under the guidance of the EAL and Inclusion teams and will perform duties across the secondary school division as/when required. The Inclusion 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 Secondary School Inclusion 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
- Experience working with neurodiverse students

General Responsibilities

The Co-teacher will work closely with faculty to:

- Participate actively in the co-planning, co-teaching, co-assessing and co-reflecting of the learning programme
- Take an active role in behavioural management and pastoral care of students
- Collaborate with classroom teachers, the school counsellor, the school occupational therapist, the school speech and language therapist, and learner support coordinators / teachers 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 Learning Support Coordinators / Teachers
- 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 plan for differentiated instruction
- Assist in the supervision of student breaks
- 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 where necessary
- 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, eg. PE, Music, Art, library 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
- Give consistent feedback to students and teachers as required
- Actively contribute to Parent Teacher Student Conferences
- 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 to 4:45pm.

Contact: recruitment@hkacademy.edu.hk

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