

Job Description

Job title/Position: Primary School Homeroom Co-Teacher

School: Primary School (PreK-G5)

Direct Supervisor: Primary School Principal

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, Counselor, Learner Support Coordinators / Teachers and EAL Teachers. The Co-teacher will be supervised by and report to the Primary School Principal. 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 Homeroom 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 programme
- Take an active role in behavioural management and pastoral care of students
- Collaborate with classroom teachers, counsellor, and learner support coordinators / teachers and EAL teachers through observations, academic, behavioural and social-emotional support to meet the needs of individual students
- Lead individual and/or small groups
- Attend and constructively contribute in staff and team meetings and stay up-to-date with day-to-day planning and plan for Universal Design for Learning UDL
- 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
- 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 teaching team
- Give consistent feedback to students and teachers as required
- Actively contribute to Parent Teacher Student Conferences
- Check home learning folders and classwork, as well as organise home readers for the student where applicable
- Submit the daily attendance for the classroom
- 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 accreditation and task force initiatives
- Continue own professional development through conference attendance, seminars, network meetings, journals, etc...
- Read and respond to all email communication, eg. staff updates, school correspondence, surveys, parent emails, etc... within 48 hours
- Other duties as assigned by supervisor

Contact: recruitment@hkacademy.edu.hk

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