

## **JOB DESCRIPTION: SECONDARY SCHOOL GRADE 6 CLASS GROUP ASSISTANT**

**LAST REVIEWED:** February 2026

**VALID:** 2026-28 School Years

**JOB POSITION:** Grade 6 Class Group Assistant

**REPORTS TO:** Secondary School Chinese Principal

**WORKS WITH:** Executive Principal, Chinese Principal, Dean of Students, Head of Grade, Middle Years Programme (MYP) Coordinator, Subject Teachers, Learning Support Teachers, Teaching Assistants

### **POSITION OVERVIEW**

The Grade 6 Class Group Assistant plays a vital role in supporting students during their transition from elementary to middle school. This position focuses on helping students adapt to increased independence, navigate new routines, and develop organizational, social, and emotional skills. The assistant also provides in-class support and outside of class supervision to ensure a smooth and positive transition experience.

### **RESPONSIBILITIES AND DUTIES**

#### **Student Transition & Well-being**

- Guide students in understanding middle school routines, schedules, and expectations.
- Support students in developing time management, organizational skills, and personal responsibility.
- Provide mentorship and emotional support to help students build confidence and resilience.
- Monitor student well-being and report concerns to teachers or counselors promptly.

#### **Academic & Classroom Support**

- Assist with supervising classroom activities, group work, and transitions between subjects.
- Provide individual or small-group language support for students who need extra help.
- Help students learn to use digital tools (laptops, learning platforms, email) correctly and effectively.
- Organize and supervise homework support or study skills sessions during recess or after school.
- Collaboratively plan and deliver weekly advisory lessons on social-emotional topics

#### **Behavioral Guidance**

- Reinforce school expectations and positive behavior in classrooms, hallways, and during breaks.
- Assist with establishing routines and conducting restorative practices for minor behavioral issues.
- Communicate with and support the Head of Grade and Deputy Head of Grade for more significant misbehaviors

## Communication & Engagement

- Communicate regularly with the subject teachers, mentor teachers, Head of Grade and Deputy Head of Grade to ensure timely sharing of information to them for their communications with parents.
- Utilize the school's online tracking platform to document positive and negative behaviors of the students.
- Support school events such as orientation/transition days, assemblies, grade-level celebrations and open houses.

## Other Duties

- Fulfill the role of a cover teacher when assigned
- Fulfill the role of a duty teacher when assigned
- Other roles and responsibilities as assigned by School Leaders

## QUALIFICATIONS & REQUIREMENTS

- Bachelor degree or above (*required*)
- Major in education or other related major (*preferred*)
- Fluent in English and can use English as a working language (*required*)
- Teacher qualification certificate (*preferred*)
- Passionate about education and working with students (*required*)
- Ability to model and reinforce positive behavior and organizational habits (*required*)
- Positive working attitude, open-minded, good communication and cooperation skills, willing to innovate and develop (*required*)