

JOB DESCRIPTION: SECONDARY SCHOOL TEACHING ASSISTANT

LAST REVIEWED: May 2025

VALID: 2025-27 School Years

JOB POSITION: Secondary School Teaching Assistant

REPORTS TO: Secondary School Principal Assistant

WORKS WITH: Executive Principal, Chinese Principal, Dean of Students, IB DP Coordinator, Middle Years Programme (MYP) Coordinator, Secondary School Librarian, Subject Teachers, Learning Support Teacher, other Teaching Assistants

RESPONSIBILITIES AND DUTIES

Assist the Secondary School with Assigned Teaching Duties:

- Teach small group classes of Chinese as a foreign language if assigned by the school, including lesson planning, assignment design and marking, assessment and scoring
- Cover the classes of absent subject teachers, including previewing the assigned lesson plan, explaining the tasks to the students, managing the classroom during the lesson
- Invigilate assessments of individual students or groups of students
- Other teaching duties as assigned by the school

Provide In-Class Support During Lessons of Subject Teachers

- Provide in-class support during the assigned periods/lessons
- Join meetings with the subject teachers, when possible, to stay informed of upcoming lesson content and course progression
- Assist the subject teacher by helping the students with documented learning support needs during class time or by helping students who are meeting challenges following classroom behavioral expectations
- The in-class support may include brief check-ins to ensure students are understanding the lesson, confirming if the students understand a task when it is assigned, remaining in proximity of specific students and offering behavioral reminders, or other tasks as needed

Administrative Support

- Provide support to the Secondary School in a variety of ways as assigned by the Principal Assistant
- Support could include documentation of information, communication of information to students/parents/staff, reporting of information to other internal or external stakeholders, decoration of classrooms or other secondary school spaces, and other tasks as needed
- Assist the Secondary School in completing relevant government tasks/work

Other Duties

Tasks assigned by the Principal Assistant or the Senior Management Team

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*)
- Positive working attitude, open-minded, good communication and cooperation skills, willing to innovate and develop (*required*)