

Educational Assistant for Individual Needs

Job Description

Role Summary	To support students with a range of individual learning needs.
Main Accountabilities	<ul style="list-style-type: none">• To support coursework and homework requirements, through discrete lessons, in-class support, and liaison with subject teachers• To support students social communication, well-being, and academic needs• To provide differentiated assistance (support and strategies)• To provide administrative support• To induct, liaise and lead the team of Educational Assistants <p>Performs other duties and assumes accountabilities as apparent or as delegated, including mutually agreed-up objectives.</p>
Typical reporting relationship	Director of Studies
Development / Training to support role competencies	<p><u>Development activities</u> To be negotiated as part of the performance management process.</p> <p><u>Relevant courses</u> To be negotiated as part of the performance management plan.</p>
Notes:	Applicants must be permanent Hong Kong residents or possess a valid visa to work in Hong Kong.

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Job Specification

Minimum typical education	<ul style="list-style-type: none">• Preferred but not essential, degree qualifications/qualification related to a range of learning needs.• Experience of working with students' diverse learning needs.
Core Professional / Technical competencies required	<ul style="list-style-type: none">• Strong English speaking skills and ability to briefly clarify language for students• Ability to work in different subject areas and pick up the required competencies to support students• Working knowledge of English grammar, academic vocabulary, and genre• An understanding of student's academic language needs• An understanding of the role and responsibilities of an Educational Assistant in the classroom• Willingness to collaborate with teachers, heads of school, and support staff• Ability to manage, liaise and lead the team of part-time EAs• Ability to multi-task and flexibility in coping with the changing needs of the job• Working knowledge of the use of basic ICT skills – Microsoft Office, Excel, inspiration, and/or a willingness to learn and upskill
Core Soft / Transferable Competencies required	<ul style="list-style-type: none">• Willingness to create support resources and supplementary work for students where necessary to assist the subject specialist teacher (e.g., developing writing frames/proformas/taking notes)• A flexible approach with complex students and the ability to foster relationships with students being supported• Strong collaboration, communication, and organizational skills• Initiative and enthusiasm for working with students with diverse social, emotional, behavioral and academic needs• Willingness to participate in Continuous Professional development