

Keystone Academy  
Job Description & Person Specification

**Keystone Academy of Beijing**  
**Job Description and Person Specification**

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|------------------------|-----------------------------------|
| <b>Position:</b>       | <b>Math Learning Assistant</b>    |
| <b>School Section:</b> | <b>Primary School</b>             |
| <b>Reports to:</b>     | <b>Head of Primary School</b>     |
| <b>Qualifications:</b> | <b>Bachelor's degree or above</b> |

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**Qualifications and Responsibilities for Math Learning Assistant**

**数学助教资格和职责**

- More than 2 years of teacher assistant work experience; a valid national teaching certificate is preferred.  
具有 2 年以上的助教工作经验，有效国家教学证书优先。
- Adhere to the values of the school and have a professional spirit.  
坚持学校的价值观，并具有专业精神。
- Enthusiastic, passionate and well-experienced Teacher Assistant who shows work initiative with a sense of responsibility, and a love of children.  
热情及工作经验丰富，具有良好的工作主动性和责任感，热爱学生。
- Competency in listening, speaking, reading and writing in Chinese and English.  
具有较强的中英文听、说、读、写能力。
- Excellent verbal and written communication skills, through positive interaction and communication to effectively support teachers.  
优秀的口头和书面沟通能力，通过积极的互动和沟通达到有效的支持教师授课。
- Be able to treat all students respectfully and politely and work hard to support learning.  
与学生合作时，能够尊重、礼貌对待所有学生，努力支持学生学习。
- Good classroom management through strategies and routines to actively engaging with the students.  
具有很好的课堂管理能力，通过积极与学生互动从而保持良好的课堂纪律。

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- Be able to communicate effectively with individual students to make sure their learning needs are being met.  
能够与个别学生进行有效沟通，确保他们的学习支持需求得到满足。
  
- Having a math academic background to assist in teaching and supporting students.  
具备数学学术背景，以帮助和支持学生的数学学习。
  
- Be able to substitute for math class when the teacher is absent.  
能够协助数学老师，做好课前的教学准备工作。