

Keystone Academy of Beijing
Job Description

Position:	Learning Assistant
School Section:	Primary Division
Reports to:	Head of Primary School
Qualifications:	Bachelor Degree or above

JOB DESCRIPTION

Role Description / Working Relationships

To assist the English and Chinese teachers in achieving student learning objectives that promotes student success within and outside the classroom. Under the direct supervision of Chinese/English teachers with support the teachers in achieving student learning that promotes student success in and out of the classroom environment.

General Duties and Responsibilities:

- Assist the teachers in student learning activities
- Assist with supervision of students within the classroom: individual students, small or large groups
- Assist with supervision in other school activities such as assemblies, emergency drills, and recess time, field trips. etc.
- Provide support to the educational program
- Provide individual or small group support for students with language needs or other special needs
- Assist with the organization/management of all curricular areas as directed by the teacher
- Provide support in compiling and preparing instructional materials (not the main focus)
- Monitor students during lunch, recess and drop off and pick up for the safety of students
- Develop rapport with students
- Provide positive self-concept/ role model for students
- Participate in grade level/staff meetings when appropriate
- Substitute teaching when needed

Qualifications, Experience & Competencies:

Minimum requirements:

- Bachelor Degree or above
- Willing to work hard and comfortable with team work

Desirable qualities:

- Understand and exhibit good judgment in interpersonal and human relations with colleagues, students, parents and community
- Understand and practice rules and regulations covering confidential and sensitive issues
- Observe Keystone Academy employment guidelines
- Participate in other duties as assigned by the Head of the Primary/Middle School