

Learning Support Educational Assistant (Secondary)

Organization: American School Hong Kong, an Esol Education School

Industry: Education

Start Date: August 2026

The Role

Reporting to the Secondary Head of Learning Support / EAL, the position of **Learning Support Educational Assistant** in the Secondary School will be responsible for supporting the Learning Support department with push-in or pull-out instructional support and playing an active role in students' educational, physical, and social development.

Responsibilities

- Support content teachers with planning for differentiation
- Support content teachers in the classroom
- Play an active role in students' educational, physical, and social development
- Observe and monitor student performance and record relevant data to assess academic progress and provide feedback to the Secondary Head of Learning Support / EAL and content teachers
- Supervise students in classrooms, halls, cafeterias, school yards, and gymnasiums, and on field trips as requested (by the Secondary Head of Learning Support / EAL)
- Prepare lesson materials and bulletin board displays as requested
- Undertake administrative duties such as inputting student data; producing class lists and reports; record keeping, filing, collating material; and ordering supplies and equipment
- Attend department and staff meetings as requested

Requirements

- University Diploma with certification in learning support or special education preferred
- Experience working with Secondary-aged children in education
- Excellent IT skills, including Office applications and Google Apps
- A positive, caring, collaborative team player with strong communication skills and ability to multitask and prioritize
- Knowledge of subjects and experience in the IBDP would be an asset

Salary & Benefits

We offer a competitive salary commensurate with experience and industry standard benefits package.

Application Procedure

Submit all documents in a single PDF file and forward by email to: jobs@ashk.edu.hk

- Cover Letter
- Current CV
- Contact details of 3 professional referees

Personal data collected will be used for recruitment purpose only. Please note that only short-listed candidates will be contacted.

Overview of ASHK

American School Hong Kong (ASHK) is a K - 12, non-profit, college preparatory school offering a holistic American education taught by qualified North American teachers who inspire, motivate and challenge students to achieve excellence.

ASHK is operated by Esol Education, a premium international education organization, with 45 years of expertise in establishing and operating international American schools worldwide. Currently, 11,000 students attend Esol's ten schools across three continents.

Similar to all other Esol schools, ASHK has gained accreditation from the Western Association of Schools and Colleges (WASC), The Middle States Association (MSA), and with the International Baccalaureate (IB).

At ASHK, our mantra is focused on high expectations of ourselves and high expectations for the students who enter our school community. The combination of a welcoming and safe environment, skilled and inspirational teachers, and supportive parents, makes for great learning and a rich, rewarding atmosphere. We are committed to building a learning community where care and respect for one another is of paramount importance. We are committed to providing a balanced and holistic program with equal emphasis on the intellectual, social, creative, and physical domains.

Curriculum

English is the language of instruction and communication at the school. The US Common Core, Next Generation Science Standards, and other American and best practice international standards provide the framework for learning from KG to grade 12. Teachers integrate a 'STEAM' program in the elementary division. The International Baccalaureate Diploma Program (IB DP) was launched in August, 2021.

Our Mission:

To provide a balanced K-12 education within an inclusive community, through a challenging American and IB program, enhanced by a strong Chinese program. We empower students to own their learning, think critically, collaborate effectively, and grow as respectful, compassionate global citizens.

Our Vision:

To be a world-class school nurturing resilient lifelong learners who lead with integrity, purpose and global-mindedness, and thrive in an ever-changing world.