



LOWER SCHOOL PHYSICAL EDUCATION (PE) EDUCATIONAL ASSISTANT (EA)

(English)

JOB DESCRIPTION

Position/Title: Lower School Physical Education (PE) Educational Assistant (English)

Period of appointment: The length of an Educational Assistant contract term is one school year. Positions are opened annually for application and selection.

Required

- Fluent in written and spoken English.
- Excellent interpersonal and organizational skills.
- Applicants must be a permanent resident of Hong Kong or possess a valid visa to work in Hong Kong
- Competent in Microsoft Office and basic video editing software for student celebration videos.
- Professional, personable, organized, and reliable under pressure.
- Student-focused and flexible.
- Understands the demands and variable hours of PE including early mornings or after-school commitments.
- Punctual, dependable, proactive and responsive to departmental feedback and decisions.

Desired:

- Current or recent experience working with children in an educational, child care or special education setting
- Relevant teaching qualifications
- Fluency in Mandarin and/or Cantonese.

Administrative Support

- Manage distribution and collection of sports equipment, maintaining up-to-date records.
- Assist with recording and organizing assessment audio/video content.
- Coordinate physical education supply orders through the Purchasing Portal and liaise with vendors.
- Support SEASAC and other sporting events as needed and instructed by the PE team, including communication with relevant stakeholders and school personnel.

Teaching Support

- Provide active learning & behavioural support in classrooms and assist students as needed.

- Communicate to HR teacher and/or EA regarding learning or behavioural incidents/needs of students on a regular basis
- Lead or cover classes when requested.
- Support rehearsals, performances, and events before and after school as required.

Daily Tasks

- Inform PE teacher(s) of daily progress and ongoing tasks.
- Assist with equipment setup and special requirements for spotlights, rehearsals, and classes.
- Prepare and distribute classroom materials and resources.
- Assist with photocopying, filing, displays, printing, binding, scanning, sourcing of PE and classroom materials, and petty cash/ordering

Arranging Spotlights, Sports Days, and Competitions

- Assist with coordination and logistics of special events, including paperwork, scheduling, logistics and hospitality.
- Support the setup, videos, and performances for spotlights
- Photograph and video students during classes and events for documentation and celebration.

Initiative

- Proactively identify and implement ways to enhance classroom and physical education spaces, in consultation with teachers.
- Anticipate teacher and departmental needs.
- Work efficiently to minimize time away from core tasks.
- Seek guidance and training to build needed skills.
- Explore opportunities for professional growth beyond stated duties.

If you would like to apply, please send a cover letter, a resume, expected salary, the names and contact details of three references by email to jobs@cdnis.edu.hk

Candidates should note, however, that in the event of outstanding applicants being identified early for the above position, CDNIS reserves the right to make an appointment before the closing date. For this reason, it is important that interested candidates apply as soon as possible.