Parent Funded Educational Assistant (PFEA), 1:1 Additional Needs Support

Organization: American School Hong Kong, an Esol Education School

Industry: Education

Start Date: November 2026

The Role
ASHK is seeking a well-qualified, patient, and highly motivated Parent-funded Educational Assistant (PFEA) to provide dedicated 1:1 support for a secondary student with moderate learning needs.

The successful candidate will work under the guidance of the Head of Student Support, Classroom Teacher(s) and the Head of Counselling to ensure the student can access the curriculum, develop social-emotional resilience, and thrive within our inclusive community. This role is specifically designed for a professional who can implement individualized strategies to bridge learning gaps and foster independence.

Responsibilities
Learning & Student Support

- Provide dedicated 1:1 support for the assigned student inside and outside the classroom to facilitate full participation in school life.
- Implement ABA-informed (Applied Behavior Analysis) practices and strategies to support the student's behavioral and learning goals.
- Assist in the implementation and tracking of Individual Education Plans (IEPs), monitoring progress and suggesting adjustments based on data and observation.
- Foster the student's social development by facilitating positive interactions with peers and supporting the development of self-regulation skills.
- Under the guidance of the Head of Learning Support and the Head of Counselling, collaborate with external professionals (Speech Therapists, Occupational Therapists, etc.) to integrate therapeutic goals into the school day.
- Prepare and adapt learning resources and visual supports tailored to the student's specific needs.
- Additional duties as determined and required by the Secondary Student Support Team.

Communication & Administration

- Maintain detailed and accurate records of student progress, behavioral data, and interventions using school digital platforms.
- Provide regular, professional updates to the Student Support team regarding daily progress and milestones.
- Assist in maintaining documentation for parent meetings and annual reviews.
- Participate in Individual Educational Plan (IEP) meeting under the direction of the Secondary Student Support Team as needed.

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www.ashk.edu.hk

Standards & Community

- Model ASHK's guiding principles of respect, compassion, and integrity.
- Maintain high standards of professional conduct, including punctuality, dress, and confidentiality.
- Attend relevant team meetings and engage in professional development related to inclusive education.
- Ensure a safe learning environment by complying with all school health, safety, and child safeguarding policies.

Requirements

- Experience: Proven experience supporting students with additional support needs (ASN), on the Autism Spectrum (ASD) and/or those with moderate learning difficulties in an educational setting.
- Expertise: Direct experience or training in ABA-informed practices is highly desirable.
- Qualifications: A relevant degree or diploma in Education, Special Education, Psychology, or a related field.
- Mindset: A patient, empathetic, and resilient approach to student support, with a commitment to the ASHK vision of nurturing lifelong learners.
- Communication: Excellent English communication skills (written and oral) to collaborate effectively with teachers, specialists, and parents and support students who may have expressive/receptive language needs.
- Eligibility: Must possess a valid employment visa or have the right to work in Hong Kong.

Terms & Conditions

- Working Hours: Mondays 7:30 am – 4:30 pm; Tuesday to Friday, 7:30 am – 3:30 pm (Term time only).
- Contract Type: This position is parent-funded; continued employment is subject to review in January 2027, the student's enrollment and the ongoing requirement for 1:1 support.

Salary & Benefits

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

Application Process

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

- Cover Letter outlining your experience with additional support needs, ABA practices and 1:1 student support
- 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.

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