



HARROW  
INNOVATION LEADERSHIP  
ACADEMY  
哈罗礼德学校  
SHENZHEN QIANHAI 深圳前海

## EARLY YEARS BILINGUAL TEACHING ASSISTANT JOB DESCRIPTION

<b>Job Title:</b>	Early Years Bilingual Teaching Assistant
<b>Line Manager:</b>	Little Lions Principal

### Purpose of Job

The EY Bilingual Teaching Assistant is responsible to Little Lions Chinese Principal, the Class Teacher and the EY Bilingual Teacher with whom he/she will meet regularly providing advice, feedback and information as required.

### Duties and Responsibilities

#### Overall Responsibilities

- To work alongside a Class Teacher and Bi-lingual Teacher to support the delivery of quality Teaching and Learning, and to help raise standards of achievement for all pupils.
- To undertake work, care and support programmes that enable pupils to access the curriculum.
- To assist the Class Teacher and Bi-lingual Teacher in the Behaviour management and teaching of pupils

#### General

- To assist in the educational, social and emotional development of pupils under the direction and guidance of the Class Teacher and Bi-lingual Teacher.
- To assist in the development, planning and teaching of suitable support programmes for pupils.
- To work in partnership with all professionals to share information about the needs and progress of the children.
- To attend additional School activities, such as School productions, Parents' Evenings, School trips and House events.
- To be punctual, smartly and appropriately dressed, and to behave in such a manner as is appropriate in line with the requirements laid out in our Staff Code of Conduct.
- To act as a role model in all areas of the curriculum and wider school environment, setting high expectations for pupils, colleagues and parents.
- To contribute to the School's aims and ethos.
- When required to teach classes as part of the cover schedule.
- To support the teaching staff in the care and order of the learning environment and ensure that it is attractive, safe and welcoming.
- To maintain positive relationships with parents and the wider community, ensuring that the relevant staff are informed of any concerns.
- To attend staff meetings/briefings and other meetings with colleagues as required.
- To carry out additional duties as assigned by the SMT, necessary for the efficient running of the School such as playtime/lunchtime supervision, as required.
- To assist the Class Teacher and Bi-lingual Teacher in whatever way is necessary and reasonable within the classroom setting.

#### Curriculum Matters

- To be familiar with all Curricula documents used in your Key Stage or Year Group.
- Provide support to children with Mathematics, Reading and Writing on an individual, class or small group basis in order to deliver a differentiated learning programme.
- To assist with the implementation of Individual Education Programmes for pupils and help to monitor their progress.
- Share or contribute in reporting progress to parents as well as assisting in the writing of formal end of term reports.



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### **Welfare and Discipline Matters**

- To ensure the safety and security of the children at all times and to bring to the attention of the senior staff any matters concerning the wellbeing of the children. This includes following the school Safeguarding procedure.
- To provide the necessary support and pastoral care for pupils inside and outside the classroom.

### **Personal Development**

- Participate in the annual Professional Performance Review.
- Participate in School-wide Inset initiatives.
- Seek INSET opportunities that may arise from the Appraisal process, including pathways to higher qualifications.
- Seek advice from line managers with regard to professional development and career paths.
- Take full responsibility for areas that may be reviewed in a full School audit.

### **Collegiality**

- Attend meetings designed to share information necessary for the smooth running of the School and the successful delivery of its programmes.
- Supervise students during non-class time as determined by the duty rota.
- Supervise classes on behalf of colleagues as determined by the cover schedule.
- Behave at all times in a manner befitting a role model for the students of the School and in a manner that brings only respect to colleagues and the reputation of HILA SZ in line with teacher standards and those of HILA SZ.
- To support colleagues as necessary and to work co-operatively as part of a team attending all meetings and INSET.

### **Personal Specification**

#### **Education, training and qualifications**

- Bachelor or above degree
- Chinese Kindergarten teaching certificate/credential

#### **Knowledge and experience**

- Experience with children
- Understanding of how young children develop and learn
- Understanding of play-based learning
- Understanding of the expectations of international schools.
- High Level of spoken and written English
- Ability to work in a way that promotes the safety and wellbeing of children.
- Effective communication and engagement with children and their families.
- Some previous experience of working with children is necessary, whether paid or voluntary

#### **Personal qualities**

- Patience
- Reliability
- Sense of Responsibility
- Enjoy the company of children
- High levels of enthusiasm
- Will work as part of a team undertaking many kinds of duties

Education is an ever-changing service and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be

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amended at any time following discussion between the line manager and member of staff, and will be reviewed annually during the appraisal process, and will be varied in the light of the business needs of the school.

*Harrow is committed to the safety and protection of children.  
All employees are expected to comply with our School Child Protection and Safeguarding Policy.*