

**When to use this form:** A Job Description is a summary of a job analysis and is used to assist managers determine an existing or prospective role. Seek HR advice if assistance is required. This form is to be completed by managers who are undertaking:

- Recruitment
- Role and responsibility review of existing jobs
- Performance Management and Assessment of employees
- Training review and assessment
- Compensation & benefits review

Answers should be concise and to the point and it should describe the job as it is now and for the foreseeable future.

**Where to send this form:** Form can be emailed or sent to the HR Department.

**Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.**

Position Title	Teaching Assistant	Reference:
Function/Department	Academic Departments	Location: Hong Kong
Manager Title	Safety and Student Welfare Principal	
Position Type	Permanent	
Position Status	Full-time	

### Position Objective

The role of the Teaching Assistant is essentially to assist the Teachers in the delivery of the education program within the classroom and support the activities within and outside the classroom to ensure students are safe, happy and learning in a positive and nurturing environment.

### Responsibilities

**The job holder’s responsibility for promoting and safeguarding the welfare of children and young person’s for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School’s Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services.**

#### *Relationships:*

- Developing trusting and effective relationships with the all the children in the class and their parents
- Establishing supportive and positive working relationships with all other members of staff
- Becoming a presence across the whole school and a representative of it within its wider community

#### *Educational role:*

- Working in close partnership with the class teacher to establish an appropriately child-centered learning environment for the children
- Participating fully in the preparation, planning and delivery of child-centered learning activities for the children in the class
- Under the direction of the class teacher, working with individuals and groups of children
- Under the direction of the teacher, helping to ensure that the classroom environment is well-managed, properly ordered and neatly presented

#### *Extended professional role:*

- Contributing towards the whole-school team spirit by taking every opportunity to promote the philosophy and policies of the Stamford American International School
- Taking responsibility for the class teacher during times of emergency
- Supervising the children at break/lunch and other unstructured times
- Assisting with the children’s safe use of school transport arrangements
- Ensuring that the children are safe and secure at all times

**General:**

- To provide any other reasonable duties delegated by the School Management

**Position Requirements**

- Ability to work under pressure and use of initiative is essential
- Possess highly developed interpersonal and teamwork skill
- Excellent verbal and written English skills
- Good references on request
- Proficient in using computers

**Qualifications**

- At least 1 year of experience in working with children or relevant educational certificate/diploma required

**Contacts**

- Other Stamford Teaching and Non-Teaching Staff
- Parents and Students
- PTA

**Working Conditions**

- School Environment
- Working hours 7am to 4pm, Monday to Friday, plus occasional staff meetings and trainings
- School holidays are paid and free except staff days and training days (please refer to the website to see the school calendar with school holiday dates)

**Terms of Employment**

- Medical Benefits: Medical insurance provided where applicable
- Probation Period: 3 months from date of commencement
- Referee request: Required
- Background Check: Required

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