

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 – Elementary STEMinn/ ICT	Reference: 220607
Function/Department	Academic	Location: Hong Kong
Manager Title	Safety and Student Welfare Principal	
Position Type	Permanent	
Position Status	Full Time	

Position Objective

This role is to support teaching and learning in the Elementary School's STEMinn and ICT programs, assist the Teachers in the delivery of the 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

Relationships:

- Developing trusting and effective relationships with 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:

- Under the direction of the Elementary STEMinn Coordinator and Ed Tech Coordinator, participate fully in the preparation of student-centered learning activities and support teaching and learning where necessary
- Ensure that the environment in the STEMinn Labs are well-managed, properly ordered, neatly presented, and that inventory and resources are maintained

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 Hong Kong
- 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 skills
- Excellent verbal and written English skills
- Good references on request

Qualifications

- At least 1 year of experience in working with children or relevant educational certificate/diploma required
- Understanding of ICT platform
- Knowledge of workshop production methods and their safe operations
- Willingness to learn and grow new skills on the job

Contacts

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

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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Safeguarding

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 Designated Safeguarding Lead or to the Head of School or indeed to the Regional CEO or Safeguarding Manager - Asia so that a referral can be made accordingly to the statutory services.