



SHENZHEN INTERNATIONAL

## Teaching Assistant of Pre-Prep School

### Brief Overview of Role:

1. To respect the diversity and needs of every child and adult in relation to the values and aims of King's school Shenzhen.
2. To provide general support to the teacher in the management of individual and groups of children in the classroom environment.
3. To work in partnership with the lead teacher to provide a safe, healthy and stimulating environment for the children to develop.
4. Understand and work within with policies and procedures relating to Pre-Prep and the whole school.
5. Understand and carefully follow the school's safeguarding policies and approaches.

### Specific responsibilities are as follows:

As part of the classroom teaching team:

1. Provide for the children's social and emotional development both individually and in groups, ensuring all aspects of their safety.
2. Act as a role model, showing awareness of individual needs.
3. Work as part of the class team to observe, plan and assess the children in a play based curriculum following the EYFS framework or the English national Curriculum.
4. Encourage interaction and engagement during adult led activities.
5. Encourage independence and support the teachers in working towards a language rich environment, using English and Mandarin.
6. Work as part of the class team to maintain and develop the learning environment.
7. Support the teacher in managing children's behavior according to the behavior management policy.
8. Provide administrative support as appropriate.
9. To support the teacher in the management of classroom resources, the replenishment of materials, setting up of the classroom and ensuring the safety of the learning and teaching environment
10. Contribute to the overall aims of the school and attend relevant meetings as required.

11. Participate in the school performance management framework and participate in training and development activities as required.
12. Assist with the supervision of children out of classroom times as required and accompany school trips and other out of school activities as required.
13. Undertake any other duties as required.

**Job Requirements:**

1. Bachelor's degree.
2. Good command of oral and written English and Chinese.
3. Relevant reception working experience is preferred.
4. With Certificate of kindergarten teacher is preferred.