



HARROW
INTERNATIONAL SCHOOL
SHANGHAI

Harrow International School, Shanghai
Administrative Department
Job Descriptions

Position Learning Support Assistant (Classroom based)
Direct Line Manager Head of Lower School

Responsibilities

- Modelling and encouraging high standards and expectations of professional conduct.
- Support children's learning activities to ensure effective teaching and learning under the guidance of the class teacher.
- Promote good behavior and involve children, providing encouragement and support for them as they learn.
- Support the class teacher in the assessment of students attainment and achievement.
- Managing aspects of administration as requested by the class teacher.
- Liaise closely with the class teacher on student progress.
- Establish respectful, professional relationships with colleagues, parents, carers and other adults.
- Undertake professional training and development as and when required.
- Help with the creation of displays and the management and organisation of learning and teaching resources.
- Perform school bus coordinator's duty when required, mainly focused on; managing students' behaviour and as well as ensuring all health and safety measures relating to the transport of students are implemented. The extra allowance will be rewarded accordingly.
- Where appropriate support the school's 'Leadership in Action' programme'.
- Accompany and support student during off site educational visits.

Requirements

1. Hold a Bachelor Degree
2. Manage personal organization and use initiative
3. Understand how students make progress
4. Be able to offer previous experience in a similar role
5. Show excellent communication skills in English & Mandarin (Speaking, Listening, Reading and Writing)
6. Good team worker
7. Consistently show a commitment to diversity and inclusion
8. Be able to offer strong personal attributes and be culturally sensitive
9. Be computer literate.

The School is committed to safeguarding and promoting the welfare of children. All adults in the School community are expected to follow its Child Protection procedures and are required to undertake safeguarding checks.

If you are interested in an opportunity to work with a first class team of people, be part of an exciting and growing community and work in beautiful surrounding in a position that is much more than just an office job, please send your full resume with your current and expected salary by email to hr_recruitment@harrowshanghai.cn. Please state the job title and the reference code “HISSH/ASC/201906” in the subject of your email. All applications will be treated with strictest confidential. Only short-listed candidates will be notified.