



Harrow International School, Shanghai
Academic Department
Job Descriptions

员工的职位为 [助教]
Position as [Learning Support Assistant]

直属上级: 小学校长
Line Manager: Head of Pre-Prep

Responsibilities 主要职责:

1. Support the learning and teaching of students under the guidance of the class teacher.
在班主任的指导下协助教学工作。
2. Support the class teacher in the assessment of students' attainment and achievement.
协助班主任进行评估学生所取得的成就。
3. Modelling and encouraging high standards and expectations of professional conduct.
树立良好的榜样，追求高标准专业行为。
4. Managing aspects of administration as requested by the class teacher.
按班主任要求处理行政事务。
5. Liaise closely with the class teacher on student progress.
与班主任紧密合作关注学生全面发展。
6. Help with the creation of displays and the management and organisation of learning and teaching resources.
布置学生作品展示，教材管理与准备。
7. 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.
在需要时担任校车协调员，管理学生行为保证学生们乘坐校车时的健康安全。担任校车协调员会有额外补贴。
8. Where appropriate support the school's 'Leadership in Action' programme'.
协助学校的'Leadership in Action'活动。



9. Accompany and support student during off site educational visits as required.

陪同支持学生的相关校外活动。

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. 哈罗学校致力于保障和促进儿童的福利和安全。学校内所有成员应遵守其儿童保护程序，并被要求进行安全检查。

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/LSA/202206" in the subject of your email. All applications will be treated with strictest confidential. Only short-listed candidates will be notified.