

Job Description		Ref No:	
Job title	Teaching Assistant		
Directorate / Region	East Asia	Department/Office	TC Hanoi
Location of Post	Hanoi, Vietnam	Job Grade / Pay band	Hourly-paid
Reports to	Teaching Assistant Coordinator	Duration of Contract	Term-based

Purpose of Job:

Ensure smooth coordination with teachers to make sure children are supported during their learning with the British Council and are treated in accordance to British Council policies governing Equal Opportunity and Diversity (EO&D) and Child Protection

Context and Environment:

The wider Teaching Centre team carries out the following functions: teaching, back office administration and financial management, front line customer services and sales, management, business development and marketing. As a key member, duties can consist of assistance in any or all of the above areas. However, the post holder's priorities are to ensure excellent support to primary classes by teaching assistants, and all young learners are supervised at all times while on the premises.

Accountabilities, responsibilities and main duties:

1. **To assist teachers in primary classes, or in secondary classes when there are students who need special education needs**
Be helpful and respectful to teachers, students and parents
 - Agree classroom role with each teacher before each term begins
 - Be ready in class fifteen minutes before class time
 - Help check registers in the first lesson of each new term to make sure that children are in the right classroom
 - Be prepared to spend a few minutes with teachers if they wish to talk about the class, activities and students in order to prepare for the next lesson
 - Assist teachers in materials preparation
 - Help the teacher deal with latecomers, hand out children's work and assist in other classroom routines so that the class runs smoothly
 - Motivate children to participate in classroom activities where possible by demonstrating appropriate behaviour and assist teachers in the supervision and monitoring of children's work, e.g. singing, story telling, marking
 - Speak English as much as possible except when the message cannot be conveyed in English, e.g. complicated background information or when a child is seriously distressed or in the case of serious behavioural issues. Teachers will decide if/when they need Vietnamese translation
 - Encourage and assist children to complete tasks individually and independently rather than doing it for them
 - Spend an appropriate amount of time with each student according to individual needs and those of the class as a whole

	<ul style="list-style-type: none"> ▪ Assist teachers with setting up the classroom and with wall displays of children's work according to the teacher's requirements ▪ Motivate children to help with tidying their tables and keeping the classroom clean ▪ Assist teachers/parents if they want to speak to each other about a child's progress or any other issue and ensure that all enquiries and messages conveyed by parents are always passed on to teachers as soon as possible ▪ Bring any sick children to the attention of teachers so that appropriate action can be taken ▪ Make teachers aware of any relevant issues such as a child who has come to class unhappy, a child being teased by a classmate etc ▪ Translate during meetings and Parents' Days between teachers and parents ▪ Assisting with the book loan service when required
2.	<p>To supervise children outside of the classrooms</p> <p>Make sure children play in safety, warn students about inappropriate behaviour and report to the person in charge if poor behaviour becomes persistent .</p>
	<ul style="list-style-type: none"> ▪ Be responsible for children at break times; before, after and between classes ▪ Ensure children do not enter restricted areas and do not cause disturbances on the premises ▪ Supervise children who need to leave the classroom ▪ Encourage the use of English by talking to children in English while they are playing at break times ▪ Report any incidents occurring during break time to the class teacher and / or Duty Manager. ▪ Check Primary students' Child Protection Card and make sure they are picked up and dropped off safely ▪ Apply the Centre's Behaviour Policy when dealing with discipline issues ▪ Implement the British Council's Health and Safety policy and practices. ▪ Follow the Health and Safety procedure and guidelines to ensure safety for the students and premises.
3.	<p>To provide administration and invigilation support</p> <p>Support the admin team in preparing for the courses and delivering student services</p>
	<ul style="list-style-type: none"> ▪ Invigilate language assessments ▪ Assist with the production/preparation of resources and materials or help with administration tasks when not required in the classroom, e.g. while on cover ▪ Translate reports/documents when required ▪ Give out notices/letters to students ▪ Support admin team with pre and end-of-term preparation ▪ Call the parents of absent students / report teacher comment slips ▪ Call parents to update about their child's performance in class when scheduled ▪ Send lesson content to parent of Young Learner students ▪ Be responsible for the Young Learner library during the opening time including letting students borrow and return books, checking stock, inputting new books to the system and other related tasks.

4. **To provide other administration support as specified by their line manager**
Support with other arising admin tasks when needed.

Key Relationships:

Internal: British Council Staff, teachers.

External: Customers, especially children's parents, YL students

Other important Features or requirements of the job:

Occasional unsocial hours

Please specify any passport/visa and/or nationality requirement.	
Please indicate if any security or legal checks are required for this role.	

Person specification

	Essential	Desirable	Assessment Stage
Behaviours			
Connecting with others (E)	E		Interview
Working together (E)	E		Interview
Being Accountable (E)	E		Interview
Shaping the Future (E)			
Making it Happen (E)			
Creating Shaped Purpose (E)			
Skills and Knowledge			
Very good English & Vietnamese (all four skills)	E		Shortlist & Interview
Ability to work as part of a team	E		Interview
Ability to work with a focus on customers	E		Interview
Ability to work in a way that promotes the safety and well-being of children	E		Interview
Ability to use MS Office applications (<i>Word, Excel, Outlook, Explorer</i>)			
Experience			
Experience as teaching assistant would be an advantage			
Qualifications			

Submitted by:

Line Manager

Nguyen Thi Huyen Thu
Teaching Assistant Coordinator

Post Holder

Signature

Full Name

Date
