

Job Description

Ref No:

Job title	Teaching Assistant		
Directorate / Region	East Asia	Department/Office	TC HCM
Location of Post	Ho Chi Minh, Vietnam	Job Grade / Pay band	Hourly-paid
Reports to	Teaching Assistant Coordinator	Duration of Service	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 EDI (Equality, Diversity and Inclusion) 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.	<b>To assist teachers in primary classes, or in other British Council classes when there are students who require additional support</b>
	<p>Be helpful and respectful to teachers, students and parents/guardians</p> <ul style="list-style-type: none"> <li>▪ Meet with teachers for 30 minutes at the start of term to discuss the class routines, rules and behaviour management system. Assist with implementing these systems throughout the term</li> <li>▪ Be ready in class fifteen minutes before the lesson starts to supervise children and help the teacher set up the classroom and organise the classroom resources</li> <li>▪ Spend a few minutes with teachers discussing the class, activities and students before the lesson starts</li> <li>▪ Help the teacher deal with latecomers, hand out children's work and assist with checking and marking children's homework</li> <li>▪ Motivate children to participate in classroom activities by demonstrating appropriate behaviour (e.g. singing, chanting, doing actions)</li> <li>▪ Help teachers to demonstrate classroom activities so that children understand what they have to do</li> <li>▪ Monitor children during activities to make sure they are on task, and encourage and assist them where necessary, without doing the work for them</li> <li>▪ Spend an appropriate amount of time with each student according to individual needs and those of the class as a whole</li> <li>▪ Get actively involved in group work to support, encourage and motivate children and set a good example</li> <li>▪ Help children to communicate in English as much as possible through encouragement, praise and giving them the language they need to express</li> </ul>

	<p>themselves (e.g. if they say something in Vietnamese, help them to say it in English)</p> <ul style="list-style-type: none"> <li>▪ Speak English at all times, except when the message cannot be conveyed in English (e.g. when a child is seriously distressed)</li> <li>▪ Support children in keeping their notebooks and portfolios organised and up-to-date with the homework recorded in the homework diary</li> <li>▪ Motivate children to tidy up at the end of the lesson to keep their bags organised and ensure the classroom and resources are ready for the next class</li> <li>▪ Bring any sick children to the attention of the teacher so that appropriate action can be taken</li> <li>▪ 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</li> <li>▪ Translate during meetings between teachers and parents/guardians where necessary</li> <li>▪ Ensure that all enquiries and messages conveyed by parents/guardians are always passed on to teachers as soon as possible</li> <li>▪ Assist children during library visits to help them choose books and ensure they follow the library rules</li> </ul>
2.	<p><b>To supervise children outside of the classrooms</b></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"> <li>▪ Be responsible for children at break times and before, after and between classes</li> <li>▪ Ensure children do not enter restricted areas and do not cause disturbances on the premises</li> <li>▪ Supervise children who need to leave the classroom</li> <li>▪ Encourage the use of English by talking to children in English or playing games in English during break time and before the lesson</li> <li>▪ Report any incidents occurring during break time to the class teacher and Senior TA</li> <li>▪ Ensure that children follow the school rules and apply the centre's behaviour policy (red card / yellow card) when dealing with discipline issues</li> <li>▪ Ensure that Primary-age children do not leave the premises until collected by an authorised adult, using the pick-up card system</li> </ul>
3.	<p><b>To provide administration support</b></p> <p>Support the admin team in preparing for the courses and delivering student services</p>
	<ul style="list-style-type: none"> <li>▪ Help the teacher check the register at the start of class and after the break</li> <li>▪ Record the lesson content onto the lesson log before the end of the lesson</li> <li>▪ Call parents/guardians of absent students within an agreed timeframe</li> <li>▪ Email lesson logs to parents/guardians on a weekly basis</li> <li>▪ Translate reports/documents into Vietnamese when required</li> <li>▪ Give out notices/letters to students</li> <li>▪ Support admin team with pre- and end-of-term preparation</li> <li>▪ Call the parents/guardians of students regarding academic or behaviour issues reported by the teacher</li> </ul>
<p><b>Key Relationships:</b></p> <p>Internal: British Council staff, teachers.</p> <p>External: Customers, especially children's parents/guardians, YL students</p>	

**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
<b>Behaviours</b>			
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)	E		Interview
<b>Skills and Knowledge</b>			
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> )	E		
Ability to troubleshoot basic IT problems		D	
<b>Experience</b>			
Experience as teaching assistant would be an advantage		D	

**Qualifications**

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**Submitted by:****Line Manager**

Nguy Quoc Hoang Anh

Teaching Assistant Coordinator

**Post Holder**

Signature

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Full Name

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Date

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