



THE KING'S SCHOOL

POSITION DESCRIPTION FOR

PREPARATORY SCHOOL CHINESE LANGUAGE ASSISTANT

INTRODUCTION

All positions at The King's School support the mission of the School which is to make an outstanding impact for the good of society through its students, and by the quality of its teaching and leadership in education.

The King's School values all its employees, and it recognises that the service given, in the classroom as well as in support and operational capacities, equally contributes to an environment wherein boys are witnessing professional and dedicated behaviour. All employees of The King's School contribute to those intangibles of tone and ethos which can have a profound impact upon a student

ROLE PURPOSE

Primarily, the Preparatory School Language Assistant will provide one on one and small group language support for Mandarin languages students. This will include providing support to improve proficiency in speaking, listening and in some reading and writing activities in the language native tongue. The Preparatory School Language Assistant will also assist the Preparatory Mandarin Teacher with lesson preparation, resource creation, enrichment and extension and in supporting students' needs in the Chinese classroom as well as to prepare for external language events and competitions.

PRINCIPLE ACCOUNTABILITIES

- Conduct conversation/speaking classes with Prep School students.
- Complete reading and writing tasks with students to improve their comprehension, spelling and grammar.
- Research and create resources for Prep School students in the native language which could include reading materials, videos, and other useful teaching materials.
- Conduct extension and/or remedial classes.

- Provide in-class group support to the Prep School language teacher.
- Assist in marking and or double marking written and verbal assessment tasks.
- Ensure a professional relationship with students and colleagues at all times and particularly bearing in mind the School's Code of Conduct.
- Participate in an induction process when the nature of your relationship with students will be more fully explained and you will be able to ask questions to clarify the boundaries in respect to these relationships.
- Participate in playground duty supervision as required.

GENERAL REQUIREMENTS

General requirements include:

- Support and advance the mission of the School as a Christian community that seeks to make an outstanding impact for the good of society through its students and by the quality of its teaching and leadership in education.
- Support and advance the values of the School as a community that seeks to promote:
 - Humility
 - Honesty
 - Respect
 - Responsibility
 - Integrity
 - Compassion
 - Excellence
 - Gratitude
- Model Christian character and good moral behaviour
- Demonstrate advanced communication and inter-personal skills
- Create a productive work environment where staff and students are valued and respected
- Contribute to the collegiality of the School Executive
- Support the Headmaster and help translate the wishes of the School Governance and School Management into effective practice

KEY RELATIONSHIPS

- Reports to the Deputy Head - Academics
- Strong working relationships with the Deputy Head – Academics, Mandarin Teacher and class Teachers
- Works with internal and external stakeholders and providers

REQUIRED SKILLS, KNOWLEDGE AND EXPERIENCE

Experience:

- Experience tutoring and or teaching students in the native language as well as in English

Personal Attributes:

- Strong computer skills in Microsoft Office suite
- Team orientation and willingness to be flexible
- Native speaker preferred (Mandarin)

WORK HEALTH AND SAFETY

The King's School has a documented Work Health and Safety Policy together with relevant procedures and other documentation. You are required to comply at all times with the Policy and Procedures as well as any reasonable and lawful direction relating to workplace safety. Your WHS obligations include:

- Cooperating with the School in ensuring your safety and the safety of others at all times
- Following policies, procedures and lawful direction designed to ensure a safe work environment
- Reporting any hazard, injury, or near miss through the School's RMS system
- Following emergency evacuation and management procedures if required
- Following Safe Work Procedures, Standard Operating Procedures and Manual Handling Guidelines appropriate to your duties
- Undertaking WHS training as deemed relevant to your role.

FINALLY

No position description can capture the complexity of tasks within a school. Therefore, this position description should not be seen as limiting and some flexibility is required when using this position description. There will be other tasks, not described above, that may be given to this position from time-to-time.

All positions evolve and change over time, and the School commits to regularly review and update position descriptions to accurately reflect the contribution of employees.