



Vacancy for Academic Support Officer

LOCATION	Dover Court International School, Singapore	
JOB TITLE	Mandarin Teaching Assistant	
JOB PURPOSE	Supporting Teaching and Learning in the Mandarin Department	
REPORTING TO	Mandarin Department and Deputy Head of Primary	
DIRECT REPORTS	Eileen Chu/ Kiara Gray/ Andrew Marshall	
OTHER KEY RELATIONSHIPS	Parents Teaching Staff	
PACKAGE	Competitive	
KEY RESULT AREA	MEASURES OF PERFORMANCE	
Safeguarding <ul style="list-style-type: none"> Has an awareness of school Safeguarding policy and understands reporting procedure. Follow all the guidance laid out in our Code of Conduct, Child Safeguarding Policy and related policies. Awareness of possible dangers and immediately act appropriately on them. Carefully observe students and actively participate during break duties. Able to follow guidelines during emergency procedures. Maintain confidentiality within school. 	<ul style="list-style-type: none"> All students feel safe and protected, both in school and out in the community. Safeguarding and Health & Safety concerns are reported accurately and in a timely manner. 	
Teaching & Learning <ul style="list-style-type: none"> Support teaching and learning of Mandarin inside and outside the classroom. Assist Mandarin Team in assessment and record keeping as directed. Undertake routine tasks as required. Be involved with school trips and extra-curricular activities. Supervisory duties as required. Assist in the display of pupils work and production/maintenance of resources (as directed by Mandarin Team). Foster positive relationships with parents and the wider community. Work with small groups, extending their learning based on individual targets and formative assessment as directed by teacher. Maintain professional standards especially in dress, punctuality and attendance. 	<ul style="list-style-type: none"> All students access learning opportunities which meet their needs at a level most appropriate for them. Resources are prepared and used effectively to support teaching and learning Children access a range of learning opportunities which offer a diverse educational experience and maximise every learning opportunity Teachers are supported to deliver Quality First Teaching. 	



<p>Personal Development</p> <ul style="list-style-type: none"> • Continual development through the identification and implementation of your own Personal Development Plan • Be able to identify sources of support. • Set achievable goals and priorities based on self-review. 	<ul style="list-style-type: none"> • Improved performance • Performance appraisal • Personal Development Plan
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<p>OTHER</p> <ul style="list-style-type: none"> • Promote and adhere to the Company Vision and Values: • Opportunity - For us, opportunities need to be meaningful, about achieving potential and making progress. • Impact - For us, impact is about making a difference. It needs to be immediate, positive and lasting. • Leadership - For us, leadership is about considering the team's needs as well as your own, setting inspiring examples, being supportive and showing real accountability and responsibility. • Respect - For us, respect is about listening, being inclusive, showing tolerance and getting the little things right • All staff are required to manage effective personal development as part of the Company's commitment to invest in staff as the key resource in the organisation • Each individual must ensure that they meet their statutory responsibilities and Company policies with regard to Health and Safety, Equal Opportunities and other relevant legislation • Any other appropriate duties as allocated by the Principal 	<ul style="list-style-type: none"> • Valued member of the team and organisation
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PERSON SPECIFICATIONS

Qualifications/Training	
▪ Good standard of spoken and written English	Essential
▪ Recognised qualification in Maths and English (or be prepared to work towards)	Desirable
Experience / Knowledge	
▪ Experience of working with children in different settings	Essential
▪ Knowledge of Child Protection and Safeguarding procedures	Essential
▪ Knowledge of the English National Curriculum	Desirable
Skills	
▪ Ability to communicate clearly with students, parents and colleagues	Essential
▪ Ability to work effectively as part of a team	Essential
▪ Good ICT Skills	Essential
▪ Fluent Mandarin Speaker	Essential
Personal Attributes	
▪ High levels of personal integrity and confidentiality	Essential
▪ Excellent organisational and time-management skills	Essential
▪ Attention to detail	Essential
▪ Ability to work under pressure and remain calm	Essential
▪ Willingness to take on multiple tasks	Essential
▪ Proactive and able to prompt others to ensure deadlines are achieved	Essential
▪ Self-motivated and enthusiastic	Essential
▪ Ability to work independently	Essential
▪ Continually strive for improvement	Essential
▪ Adaptability	Essential

OTHER CONDITIONS

Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK.

Compliance with visa requirements for working in Singapore