



THE AMERICAN SCHOOL
Developing Academic Excellence and Strength of Character

ECC Learning Support Job Description

Requirement:

- Associate or Bachelor Degree in Education.
A minimum of 1 year experience in school setting.
- High English language proficiency, written and spoken
- Ability to keep regular schedules and perform special tasks as assigned.
- Ability to develop effective working relationships with students, staff, and the school community.
- Ability to communicate clearly and concisely, both orally and in writing.

Application:

Interested candidates should submit their application (in English) that includes the following to Human Resource Department: hr@tas.edu.vn:

- A complete CV;
- Copy of all academic degrees;
- Proofs of English language proficiency and quantitative skills (e.g. IELTS, TOEFL or similar tests);
- Identity card.
- Family book.

Duties:

1. Support for teacher
 - Set up and restore equipment and materials used in/out of the classroom for Music, Art and P.E. subjects.
 - Assist with the planning of learning activities.
 - Assist with preparing the classroom/ gym and to help ensure a smooth flow of transition between classes.
 - Maintain a clean and safe classroom, and make sure that the place is ready to cater classes back to back.
 - Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work e.g. portfolios, bulletin board, exhibits etc.
 - Promote good pupil behavior, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behavior.
 - Provide creative and clerical/admin support e.g. photocopying, typing, filing, laminating etc.
2. Support for pupils

- Supervise and provide particular support for pupils, ensuring their safety and access to learning activities.
 - Encourage pupils to interact with others and engage in activities led by the teacher.
 - Help maintain classroom management and safety.
 - Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.
3. Support for the school
- Attend and participate in relevant meetings as required.
 - Participate in training and other learning activities and performance development as required.
 - Assist with the supervision of pupils with another support staff during the first day of the absence of your class teacher.

Standards and Quality Assurance

1. Be able to communicate effectively with students, parents and teachers in English.
2. Support the mission and core values of the school.
3. Set a good example in terms of dress, punctuality and attendance.
4. Attend team and staff meetings with the Head TA (position currently vacant).
5. Undertake professional duties that may be reasonably assigned by the classroom teacher.
6. Be proactive in matters relating to health and safety.
7. Establishes and maintains cooperative relationships with colleagues and students.

**Expect a list of other duties that the head teacher may from time to time ask you to perform