

# ANGLICAN PRESCHOOL SERVICES

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## Assistant Teacher (English/Chinese)

### Job Type

Educarer/Teaching Track

Full-time, Permanent

5/5.5 day work week, 8/8.5 hour work day, up to 44 hrs work week (dependent on individual centre operations model)

Based in different centres – dependent on centre size and enrolment

### Job Description

Deployment of assistant teachers will be to a cluster of centres as a shared resource pool to support staff across centres. An assistant teacher works together with a small group of English and Chinese teachers in the centre, with a focus on routine care, especially with the children from 0 – 4 years. Teaching duties may also be assigned. This is a classroom support role that could come in the form of flexible deployment for the week, depending on the centre's manpower needs. Assistant teachers are to defer and support teachers and centre leaders in engaging with families when the need arises. They are not required to manage external stakeholders independently.

The job covers the following areas:

#### 1. Routine Care

- a. Provide assistance to children across levels during meal, shower and nap times
- b. Assist with checking-in/out of children where needed

#### 2. Classroom Support (based on Centre Leaders' direction, dependent on centre needs)

- a. Have some knowledge of the curriculum across all levels (PG – K2)
- b. Support teachers with preparation of classroom resources across all levels
- c. Facilitate small group activities in line with class teachers' instructions
- d. Assist with simple photo taking of activities and simple set up of learning environments if help is needed
- e. Provide support for children with additional needs if needed

#### 3. Resource/Inventory Maintenance

- a. Organisation of centre's teaching and learning resources

### Job Skill Requirements

- Possesses a minimum of a Certificate in Early Childhood Care and Education (CECCE)
- Passionate with working with children
- Preferably bilingual
- Good interpersonal skills to work with different teachers and centre leaders
- Flexibility in tasks assigned and job deployment