



JOB DESCRIPTION

Learning Assistant

School Section:	Center for Student Development (CSD)
Reports to:	Director of Center for Student Development
Qualifications:	Bachelor's degree or above
Type of Employment:	Full Time

Role Description / Working Relationships

The CSD Learning Assistant is a member of the Center for Student Development (CSD) team and works collaboratively with CSD specialists, teachers and academic leaders to support the access, participation, progress and increasing independence of students with identified learning needs, while also contributing to the effective operation of the wider school as needs arise.

Learning Assistants work across assigned classes, subjects and grade levels according to student needs and CSD priorities. Daily schedules are coordinated by the CSD in consultation with relevant CSD specialists, teachers and School leaders.

Duties and Responsibilities

- Support individual students, small groups and classes to access and participate successfully in learning.
- Implement strategies, accommodations and approaches identified through internal school plans and guidance from CSD specialists.
- Provide Chinese-English interpretation during parent meetings and other school communications when requested, and assist with the translation of written materials to support effective communication with students and families.
- Provide appropriately scaffolded support while promoting student independence, self-advocacy and responsibility for learning.
- Use professional judgment about when students require direct assistance and when stepping back will better support their development.
- Support students with identified learning, language or other additional educational needs.
- Observe student engagement, independence, use of strategies and progress, and communicate relevant information or emerging concerns to CSD specialists.
- Work collaboratively with teachers to support the effective inclusion and progress of students receiving CSD support.
- Assist with the adaptation or preparation of learning activities and materials where this contributes to effective student support.
- Participate in relevant CSD, Grade Level and Department meetings when appropriate.
- Support wider school responsibilities including student supervision, field trips, examination proctoring, Learning Lab and other activities as required.



- Provide substitute teaching or other school coverage when required, coordinated through CSD and Divisional leadership.
- Undertake other reasonable duties assigned by the Director of CSD.

Professional Expectations

Learning Assistants are expected to demonstrate reliability, punctuality, initiative and consistent engagement with assigned responsibilities. They should communicate professionally, work collaboratively, respond constructively to feedback and maintain appropriate confidentiality and professional boundaries.

Learning Assistants must understand and follow Keystone Academy safeguarding and child-protection procedures, including promptly reporting concerns through the appropriate channels.

PERSON SPECIFICATION

Successful applicants should have:

- A Bachelor's degree or equivalent.
- Relevant experience working with students, preferably in an educational setting, and preferably with students in middle school.
- Strong spoken and written communication skills in English and Chinese.
- The ability to develop positive and appropriate relationships with students.
- The ability to follow student support plans and strategies consistently while adapting support to student needs.
- Strong observation, communication and collaborative working skills.
- Sound judgment regarding when to act independently and when to seek guidance.
- An understanding of the importance of promoting student independence rather than unnecessary reliance on adult support.
- Reliability, flexibility, initiative and openness to feedback and professional growth.

Interested applicants are invited to submit their application to hr@keystoneacademy.cn