

Working at Anfield

Anfield is an Independent Catholic, International School, comprising of a Primary school and 2 large Kindergartens, whose curriculum is underpinned by the Early Years Foundation Stage and the English National Curriculum. At Anfield, our robust curriculum for students aged 2-11 years, is fit for the 21st century, embracing the notion of promoting a globally-minded education of the very highest quality. Anfield enjoys an enviable reputation as comprising of thriving, dynamic, happy, caring and supportive schools with a strong family atmosphere.

We are seeking applications from enthusiastic and caring people, who are passionate about education, to join our existing committed team. The successful applicants will be outstanding teaching practitioners, who will also possess other pastoral strengths. High levels of ICT skills are essential, as is a willingness to be involved in the extra-curricular life of the School.

Opportunities (September 2022)

Teaching Positions: Primary School

1. SEN Teaching Assistant (Primary)

We are looking for an enthusiastic and experienced day-to-day SEN Teaching Assistant to support the learning of children with Special Educational Needs. Previous experience of working with children with special needs is essential. The successful candidate will be given a comprehensive induction and appropriate training.

This support will mainly occur with a small group within the classroom but some support may be on a One to One basis.

Main duties:

- Supporting the children through lessons and some playtimes
- Working alongside the class teachers and SEN Coordinator for planning and assessment
- Supporting preparation of resources following the teachers' planning
- Keeping records to support assessments and support planning of next steps
- Working closely with the teachers and other teaching assistants to ensure good communication and effective working practices

Requirements/Essential skills/Experience:

- Degree holder
- Minimum of 2 years' recent experience supporting teachers with everyday work in the classroom
- Experience of working one-to-one and with groups of children is essential
- Experience of working with children with special needs is essential
- The ability to work in a positive and supportive way with the children and their families
- The ability to work in a team, with good communication and interpersonal skills
- Fluent in both spoken and written English
- Have consistently high expectations for yourself and for our students, to ensure their full potential can be met
- Knowledge of the English National Curriculum KS1 & KS2 is desirable
- Knowledge of, and commitment to, all current safeguarding procedures
- A working knowledge and experience of using ICT applications relevant to a classroom environment
- Be committed to continuing professional development (CPD)
- Be committed to inclusion and equality of opportunity
- Committed to our Catholic ethos

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[Download SEN TA Job Description](#)

[Download SEN TA Person Specification](#)

[Download Staff Employment Form](#)

The Closing Date for Applications: 14th October 2022

Interviews in Hong Kong and/or by video conference during September and October 2022

Teaching Positions: Kindergarten and Nursery

1. SEN Teaching Assistants (Kindergarten) (Full time / Part time)

We are looking for enthusiastic and experienced day to day SEN Teaching Assistants to support children with Special Educational Needs. Previous experience of working with children with special needs is essential. The successful candidate will be given a comprehensive induction and appropriate training.

This support will often occur within a small group within the classroom but some support will be on a One to One basis. At times when he/she does not need such intensive support the role will include working with small groups of other children to support their learning.

Main duties:

- Supporting the named child through lessons and some playtimes both 1:1 and sometimes as part of small groups
- Working alongside class teacher and SEN Coordinator for planning and assessment
- Supporting preparation of resources following the teachers planning
- Keeping records to support assessments and support planning of next steps
- Working closely with the teachers and other teaching assistants to ensure good communication and effective working practices

Requirements/Essential skills/Experience:

- At least Diploma holder
- Minimum of 2 years' recent experience supporting teachers with everyday work in the classroom
- Experience of working with children with special needs and /or learning difficulties
- The ability to work in a positive and supportive way with the child, his/her class and his/her family
- The ability to work in a team, with good communication and interpersonal skills
- Fluent in both spoken and written English essential
- Knowledge of the Early Years Foundation Stage is desirable
- Knowledge of, and commitment to, all current safeguarding procedures
- Have a working knowledge and experience of using ICT applications relevant to a classroom environment
- Be committed to continuing professional development (CPD)
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2. Teaching Assistant (Kindergarten)

We are looking for an enthusiastic and experienced day to day Teaching Assistant who can assist with our kindergarten students learning. The successful candidate will need to be flexible and may be required to work across the school as directed by the Head of School. Previous experience of working with children is essential. The successful candidate will be given a comprehensive induction and appropriate training.

Main duties:

- Work under the guidance of teachers, in the classroom and with withdrawal groups and individuals to implement agreed work programmes
- Assist the classroom teacher in providing administrative, practical and organisational tasks and also to support the learning activities of pupils
- Supporting preparation of resources following the teachers planning
- Keeping records to support assessments and support planning of next steps
- Working closely with the teachers and other teaching assistants to ensure good communication and effective working practices
- Contribute to the effective organisation and use of resources
- Contribute to the quality of care and welfare of pupils
- Support the needs of pupils in effectively accessing the curriculum
- Support the quality of learning and teaching in the classroom.

Requirements/Essential skills/experience:

- At least Diploma holder
- Minimum of 2 years recent experience supporting teachers with everyday work in the classroom
- The ability to work in a positive and supportive way with the children and their families
- The ability to work in a team, with good communication and interpersonal skills
- Fluent in both spoken and written English essential
- Able to demonstrate a hardworking ethos; with an experienced background in working with children in a kindergarten setting
- A highly efficient practitioner who is able to use his/her own initiative with confidence
- Knowledge of the Early Years Foundation Stage is desirable
- Knowledge of, and commitment to, all current safeguarding procedures
- Have a working knowledge and experience of using ICT applications relevant to a classroom environment
- Be committed to continuing professional development (CPD)
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Application Procedures:

Please complete the Employment Application Form fully and send it together with a Letter of Application to hr-anfield@anfield.edu.hk.

No additional CVs are required – ONLY the official Anfield form will be accepted for consideration.

Notes:

- Please state the position for which you are applying in the email subject box - ESSENTIAL
- Applicants may wish to submit the application with their subject, age level experience and leadership experience (if any).
- The successful applicant will be computer literate, flexible and willing to be involved in a wide range of school related activities.
- As a Catholic school, we welcome applicants from all faiths to apply, but we do ask that applicants support the religious ethos of the school.
- Anfield is committed to safeguarding and promoting the welfare of children/young people and expects all staff and volunteers to share this commitment. Appointment to the post is subject to an enhanced DBS in UK or the Sexual Conviction Record Check (SCRC) in Hong Kong.
- Applicants who do not receive a reply within six weeks from the closing date should assume their application has not been successful.