



和 富 慈 善 基 金 李 宗 德 小 學

W F JOSEPH LEE PRIMARY SCHOOL

To meet the needs of continuous development, **W F Joseph Lee Primary School** is in search of a dedicated professional to provide timely, professional and comprehensive support to school.

Teaching Assistant / Assistant Teacher – ICT & SCI / CHI / ENG / Other Subjects

- ICT (& Science)
- Chinese Language
- English Language
- Other subjects are also welcomed

Responsibilities:

- Assist teachers to prepare teaching materials
- Assist teachers to handle clerical work
- Assist teaching in class or group activities
- Assist in organizing activities and escort students intours/activities
- Perform other duties as assigned

Requirements:

- Tertiary Education Level or above
- Proficient in English, Chinese, MS Word, Excel and PowerPoint
- Proactive, responsible and passionate at work
- Proficient in Putonghua (for Chinese Language)
- With experience in ICT curriculum development, STEM and coding education promotion and programme implementation will be an advantage (for ICT)
- With relevant school working experience or teacher training will be an advantage

We offer competitive remuneration package, including **20 days of annual leave, discretionary performance bonus, medical insurance and training sponsorship**, to the right candidate of Teaching Assistant or Assistant Teacher. Interested parties may apply with resume, stating expected salary and availability, to the **Human Resources Department** by email to recruitment@web.wfjpls.edu.hk and mark Teaching Assistant / Assistant Teacher (Subject) as the email title.

Our website: www.wfjpls.edu.hk

The successful candidates will be required to undergo Sexual Conviction Record Check (SCRC) and comply with all EDB guidelines, including the vaccination or regular testing requirements.

Personal data collected will be kept in strict confidence and used for employment-related purpose only.