



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.

Student Guidance Assistant

Responsibilities:

- Work with individuals and groups of students in class with additional needs under the direction of the Head of Character Building & Student Support
- Provide physical and communication support to the individual needs of students with additional needs
- Implementation of IEP with individual students and social groups to train students in social and emotional needs
- Support the Special Educational Needs Coordinator (SENCO) on student support issues
- Maintain appropriate records of work and progress of the Learning Support Grant
- Provide social and communication support to students with additional needs in learning activities
- Liaise with professionals and external agencies where necessary under the direction of the SENCO
- Other tasks assigned by the Head of Character Building & Student Support regarding the support to students with additional needs

Requirements:

- An associate degree or above in social work or guidance or a related field
- Training in SEN is a must
- Preferably with working experience in primary school or children

Working Period: immediate – 31 Aug 2023

We offer competitive remuneration package, including **at least 14 days of annual leave, discretionary performance bonus, medical insurance and training sponsorship**, to the right candidate of full-time non-teaching staff.

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 the applied position* as the email title.

Our website: www.wfjpls.edu.hk

The successful candidates will be required to undergo Sexual Conviction Record Check (SCRC).

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