



ABUNDANT LIFE INTERNATIONAL SCHOOL

JOB DESCRIPTION

Job Title:	Teacher Assistant (TA)	Job Category:	Education & Training
Location:	Phnom Penh, Cambodia	Number Hired:	10 Positions
Salary Range:	130\$ - 400\$	Position Type:	Full-time
Recruiter Contact:	Mr. Heng Norovong (+855) 71 796 7777	Date Posted:	06 February 2017
Job Training	Required	Date Expired:	28 February 2017 at 5:00 p.m.

APPLICATIONS ACCEPTED BY

E-MAIL ADDRESS:

Email: heng.norovong@aliscambodia.com
Subject Line: TA_CV_Name of Applicant

HEAD OFFICE:

ABUNDANT LIFE INTERNATIONAL SCHOOL
TOUL KORK Campus: #94, Street 315, Toul Kork,
Phnom Penh, Cambodia

JOB SPECIFICATION

KEY ROLE AND RESPONSIBILITIES

Teacher assistants work under a teacher's supervision to give students additional attention.

- To provide support to children with reading, writing, speaking, listening and mathematics on an individual, class or small group basis.
- To give extra help to children with special needs or children whose first language is not English.
- To help develop programs of learning activities and to adapt appropriate materials.
- To reinforce lessons presented by teachers by reviewing material with students one-on-one or in small groups.
- To motivate and encourage pupils.
- To help teachers with recordkeeping, such as tracking attendance, marking, correcting homework and assignments.
- To help teachers prepare for lessons by getting materials ready or setting up equipment, such as computers, overhead projector and other equipment as assigned.
- To enforce school and class rules to help teach students proper behavior.
- To help supervise students in class, during lunch and recess, and on field trips.
- To help with school events, trips, and activities or attend meetings and reviews called by the supervisor.

REQUIREMENTS

- ✓ At least 18 years old. Male or Female.
- ✓ Must have graduated from high school or be a university student in the field of English (B.A. in English/ Education/ TESOL) or equivalent fields can be an advantage.
- ✓ Be able to understand both spoken and written English.
- ✓ No experience is necessary but some experience working with children and adults is a plus.
- ✓ Must be responsible, reliable, resourceful, creative and dynamic.
- ✓ Establish and maintain effective working relationships with children, parents, and staff.
- ✓ A person who never abuses any kind of drugs or illegal substances (The school will pay the costs of health checks).
- ✓ Be able to work as a full-time employee (Monday to Saturday) from 7:15 a.m. to 5:00 p.m.

PREFERRED SKILLS

- Communication skills
- Interpersonal skills
- Energy
- Adaptability
- Patience
- Responsibility

ADDITIONAL NOTES

Interested applicants are strongly encouraged to apply for this position by submitting the following documents:

- ✓ A professional CV and covering letter
- ✓ A 4×6 photo
- ✓ National ID card and family book or residential book
- ✓ One copy of high school or university certificate
- ✓ Recommendation letter (option) and short course certificates

ADDRESS

A. Abundant Life International School (Cambodia)

Head Office: Toul Kork Campus: #94, Street 315, Toul Kork, Phnom Penh, Cambodia

B. Contact Person

- Mr. Heng Norovong, Head of Recruitment Office & Secondary School Coordinator
- E-mail: heng.norovong@aliscambodia.com
- Mobile Phone: (+855) 71 796 7777