Prem International School

Boarding and Day School
Chiang Mai, Thailand

Junior School Educational Assistant (Chinese)

Position Summary:

The Junior School Educational Assistant (Mandarin) supports the teaching and learning of Mandarin in the Primary Years Programme (PYP). Working closely with the Mandarin teacher and classroom teachers, The assistant helps create a safe, engaging, and inclusive environment that supports language acquisition and cultural appreciation for students from Chinese backgrounds.

Key Responsibilities:

Teaching & Learning Support

- Assist the Mandarin teacher in delivering engaging and age-appropriate Mandarin lessons.
- Provide small group or individual support to students to reinforce language skills.
- Help prepare teaching materials, visual aids, and classroom displays.
- Support students' learning through differentiated strategies based on their language proficiency levels.

Classroom Management

- Help maintain a positive, respectful, and well-organized learning environment.
- Support classroom routines, transitions, and behavior expectations.
- Monitor student engagement and well-being during lessons and activities.

Collaborative Practice

- Work collaboratively with Mandarin and homeroom teachers, learning support staff, and other educational assistants.
- Participate in relevant planning meetings, professional development, and team discussions.
- Maintain clear and respectful communication with teachers and colleagues.

Student Support

- Assist in observing and documenting student progress, especially in language development.
- Provide support during field trips, cultural activities, and Mandarin-related school events.
- Promote intercultural understanding and respect through the support of Chinese language and culture.

Qualifications and Requirements:

- Fluency in **Mandarin** (native proficiency) and **proficient English** communication skills.
- Experience working with young children in an educational setting (experience in international or PYP schools is an advantage).
- Familiarity with inquiry-based learning and child-centered approaches.
- Patience, flexibility, and a genuine interest in supporting children's learning and well-being.
- A positive team player with good interpersonal and organizational skills.