



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 Assistants – ICT/ ENG

- ICT
- English Language

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 in tours/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
- 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 full-time teaching assistant.

Interested parties may apply with resume, stating expected salary and availability, to **W F Joseph Lee Primary School** by email to recruitment@web.wfjpls.edu.hk.

Our website: www.wfjpls.edu.hk

Our Facebook Page: <https://www.facebook.com/WFJLPS>

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.