



Founded in 1983, we are a non-profit making organization that provides intensive and well-rounded multi-disciplinary early intervention and therapy services to pre-school children with special education needs aging between 0 to 6 years old. Our commitment is to help them to achieve their full potential at the earliest possible age.

We welcome passionate individuals in joining Watchdog family to be one of us!

Watchdog Early Education Centre

Teacher Assistant

Major Responsibilities

- Assist teachers in conducting training programmes and early intervention classes for young children
- Support classroom management and facilitate children's participation in learning activities
- Prepare classrooms before sessions and ensure proper clean-up and organization after classes
- Prepare teaching materials, visual aids, learning resources, and artwork for children's activities
- Assist in maintaining student records and educational resources
- Provide administrative and clerical support to the Centre
- Support centre events, parent programmes, and other service activities as assigned
- Provide support at different service locations across Hong Kong and Kowloon according to operational needs

Requirements

- Diploma or above, preferably with Early Childhood Education and/or practical experience gained in kindergartens
- Relevant experience in kindergartens, early childhood education, SEN services, training, education, or administrative work would be an advantage
- Passionate about supporting young children and children with Special Educational Needs
- Compassionate, patient, caring, and responsible
- Well-organized, detail-minded, and capable of managing multiple tasks
- Strong sense of commitment and service quality
- Good command of spoken and written Chinese and English
- Proficient in Microsoft Office applications (Word, Excel, PowerPoint, Outlook)

- Able to utilize AI tools (e.g. Microsoft Copilot, ChatGPT, Canva AI or equivalent) to enhance administrative efficiency, teaching material preparation, content creation, and daily work processes
- Flexible and willing to work at different centre locations across Hong Kong and Kowloon as required
- Willing to work on Saturdays

Working Arrangement

- 5-day work week
- Saturday work is required as part of the regular work schedule
- A weekday off in lieu will be arranged for Saturday work
- Work locations may include different centres across Hong Kong and Kowloon based on service needs

Interested parties, please apply in Word format with a detailed resume stating current and expected salary to HR Manager and send it to coppt@watchdog.org.hk.

Collected information is kept strictly confidential for employment-related purpose. Applicants who have not received our feedback within 3 months can consider the applications as unsuccessful. Unsuccessful applications will be properly disposed.