

1. Here are some of the guidelines and expectations when working within Summer School.
  - You are expected to wear your TA uniform when you are on duty.
  - You are expected to be attentive and prompt.
  - Never leave your designated area unsupervised. In an emergency, if you must leave your area of responsibility, you must inform your supervising teacher or the Campus Supervisor.
  - Your primary responsibility is to anticipate dangers and redirect behaviors. Therefore, it is important that you are **supervising** and **not engaging in play** with the children. This is best done when you are alert and spread out through a group of students observing at all times.
  - You are expected to **show initiative** and see things that need to be done. This includes talking with your teacher about how you can best help in the class activities.
  - Be in motion and **interact with students**. Note that teachers are in motion when teaching and supervising.
  - You and the teacher you are assisting will get more out of your presence when you are involved in the activities. Your job is more than just escorting children to the next class.
  - **YOU MUST NOT USE ON YOUR PHONE WHEN YOU'RE ON DUTY**. This includes supervision during break time and morning and afternoon assembly. When you use your phone, you are distracted and cannot adequately supervise the children. We ask that you do this for your own protection as well as for the children's.
2. **ALL children must be supervised at all times.** If a young child under your care wishes to use the toilet, go to the bus, etc., he/she must be supervised. There are construction works around campus that include painting and scaffolding. Care must be taken to control student movement. Should a situation demand where you need to leave a room, you must make sure that you are in attendance with another teacher.
3. In the morning and afternoon assembly, you will greet and group children, take role, and escort them to your classes. While waiting for classes to begin, children must be kept under your control and not allowed to run around.
4. **Be familiar with your group pick-up and drop-off routine.** Make sure that children are not:
  - put on the wrong bus.
  - put on a bus when they are supposed to stay for an afternoon class.
  - kept at school when they are to be put on a bus.
5. Be proactive in situations in the lunchroom, i.e. approach children without a lunch and let the Summer Program Office know.
6. In case of building evacuation, teacher assistants will help the teacher to safely move all students out of the building and supervise them until the emergency is over.
7. If an incident occurs, no matter how small you may feel it is, report it to the Teacher. HKIS is responsible for the health, safety and welfare of the children when they are in our care. It is our responsibility to take action to resolve any issues that occur. When in doubt, report it.
8. In the event of **Red / Black rain warnings**, we will have to keep the children at school until they are picked up by their parents. Some of you will have to stay to supervise the children until they are picked up.
9. Please refer to your employment contract for detailed role and responsibilities.