

Learning Support Intern

Inspire Learning. Empower Students. Make a Difference.



We are seeking a passionate and motivated **Learning Support Intern** to assist students in developing the academic and language skills needed for success in the Foundational Programme and IB Diploma Programme (DP).

This internship offers valuable hands-on experience for university students or recent graduates interested in education, English language teaching, learning support, and student development.

Key Responsibilities

- Provide one-to-one and small-group learning support sessions.
- Support students in developing English language proficiency and academic communication skills.
- Assist students with study techniques, organization, and time management strategies.
- Help learners build confidence and independence in their academic work.
- Collaborate with the Learning Support and EAL teams to identify student needs and monitor progress.
- Encourage student engagement and provide a positive, supportive learning environment.
- Maintain professional communication and accurate records of support sessions when required.
- Assist with the administration of English language proficiency assessments, including test preparation and student supervision.
- Support the collection, organization, and analysis of student assessment data to help monitor language development and academic progress.
- Provide data-informed academic and language support based on assessment results and identified learning needs.
- Provide test proctoring for students with approved accommodations, including additional time, when required.
- Provide in-class linguistic support to multilingual learners under the guidance of classroom teachers and Learning Support staff.

- Assist with the preparation of instructional materials, resources, and learning accommodations to support student success.

Demands of the Position

- Strong English communication skills (spoken and written).
- Passion for working with adolescents and supporting student learning.
- Strong interpersonal, organizational, and communication skills.
- Patient, responsible, and proactive approach to supporting learners.
- Experience tutoring, mentoring, or working with secondary school students is preferred.
- Ability to maintain confidentiality and professionalism when handling student information and assessment data.
- Ability to work collaboratively with teachers, Learning Support staff, and EAL specialists.
- Strong attention to detail, particularly when administering assessments, proctoring examinations, and maintaining records.
- Ability to interpret and use student performance data to inform support strategies is desirable.
- Flexibility to support students in various settings, including one-to-one sessions, small groups, classrooms, and assessment environments.

How to Apply

Please email the following to jobs@uwcchina.org, indicate that you are applying for the **Intern Program for learning support** in the subject line of your email.

For more information about UWC Changshu China, please visit our website at <http://uwcchina.org>

- Resume
- Cover letter
- reference (if any)



Official WeChat Account

Safeguarding Statement

UWC CSC is committed to safeguarding and promoting the welfare of all the students in our care and expects all applicants to share this commitment. We follow safe recruitment practices which are aligned to the recommendations of the International Task Force on Child Protection. We hold ourselves to a high standard of effective recruiting practices with specific attention to child protection. All appointments are subject to an interview, identity checks, criminal record checks, and successful references.