

JOB DESCRIPTION: TEACHING ASSISTANT (JE)

PURPOSE:	To play a major role under the auspices of the Trustees and under the overall direction of the VP: Head of JE
RESPONSIBLE TO:	
WORKING TIME:	Full time

Summary of Responsibilities

Job Purpose: Teaching Assistant (JE)

To work with the JE staff of SMMIS

- To support the classroom teacher in the delivery of quality teaching and learning to all students through administrative support, maintenance of classroom organisation and procedures, emotional support to students, communicating with teachers and parents and adhering to school's policies and procedures.

MAIN DUTIES

Teaching Assistant

- Excellent communication skills at all levels
- Patience in dealing with students and parents
- Sound organisational and time management skills
- Nurturing manner and ability to show compassion and care with small children
- Minimal IT skills is required
- Indoor and outdoor work supervising student play and learning
- Some lifting may be required
- Flexible approach to interactions with students such as sitting on the floor, small chairs, playing outdoor activities and supervising water play
- To assist with children with particular learning needs (SEN) as supported by the SENCO
- To provide services in a caring, competent and professional manner
- To adhere to all policies, procedures, rules and regulations stipulated in the Staff Handbook for Faculty and Catering Staff
- To comply with the directions given to by the class teacher for whom she works and/or the Principal

Support for the students

- Assist with supervision of infants/children at all times in classroom, changing area, and playground
- Assist in developing and implementing daily and weekly lesson plan activities that meet the physical, emotional, intellectual and social needs of the children in the program

- Help provide various experiences and activities for children including songs, games and storytelling
- Assist in caregiving routines (feeding, nappy changing)
- Assist with documentation of daily needs, observations, and developmental milestones
- Assist in maintaining effective communication with parents and other staff
- Will be alert and responsive to children at all times
- Assist in establishing routines
- Providing a safe and secure environment
- Promote the inclusion and acceptance of all students
- Establish positive relationships with students and interact with them according to individual needs
- Promote self esteem and independence
- Assist with the development and implementation of Individual Education/Behaviour Support Plans, and/or Communication, Sensory and other programmes
- Other duties as directed

Support for the Teacher

- Communicate with parents as required in a professional and competent manner
- Refer parents to teacher with specific enquiries regarding education, welfare, social and emotional development, student interactions and concerns
- Communicate effectively with parents, teacher and other early years stakeholders regarding any concerns, changes
- In conjunction with JE Teachers, ensure that hygiene standards are maintained and appropriate supportive action is taken with student toileting concerns
- Assist in bus duty and any other duties specified by VP: Head of JE
- Assist with the planning of learning activities and informal activities
- Use strategies, in liaison with the teacher, to support students to achieve developmentally appropriate milestones
- Monitor students' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on student achievement, progress, problems etc
- Promote good pupil behaviour, dealing promptly with conflict and incidents within and beyond the classroom in line with established policy and encourage students to take responsibility for their own behaviour
- Create and maintain a purposeful, structured and supportive environment, in accordance with lesson plans and assist with the display of students' work
- Support teacher with routine administration eg. Photocopying, typing, filing, money, administration of coursework etc
- Assist external agencies in the writing of communication and sensory profiles of students as applicable and maintain programmes set up by therapists/psychologists etc

Support for the Curriculum

- Assist with the implementation of structured and agreed learning activities/teaching programmes, adjusting activities according to student responses
- Support the use of ICT in learning activities and develop students' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use
- Establish links with departments/faculties

Support for the school

- Be aware of, and comply with, policies and procedures relating to child protection and safeguarding, health safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference to ensure all pupils have equal access to opportunities to learn and develop
- Support the aims and ethos of the school as defined in the staff handbook
- Appreciate and support the role of other professionals
- Establish positive working relationships with parents/carers
- Assist with the supervision of pupils out of lesson times, including before and after school and at breaktimes
- Accompany teaching staff and students on educational visits, trips and out of school activities as required and take responsibility for a group under the supervision of a teacher
- Attend regular faculty meetings as required
- Participate in training and other learning activities and performance development as required and agreed by your line manager

Other Specific Duties:

- To undertake any other duties as specified by the Principal

Person Specification – TEACHING ASSISTANT

Person Specification for: Teaching Assistant (JE)

Qualifications and Experience

- Relevant qualification
- At least 2 years' experience
- Working with or caring for children

B. Knowledge, Understanding, Skills and Abilities

- A clear and proven commitment to the ethos and values contained in the SMMIS ethos statements and capacity to develop and promote this within the school
- A sound understanding of how students learn, how teachers can best teach and how to achieve high standards
- The ability to lead by example and inspire others to try new ideas and techniques.
- Knowledge and understanding of schools; knowledge and understanding of legislation and ongoing developments in education in the International Sector
- Ability to demonstrate a commitment to safeguarding, pastoral care and the promotion of high standards of positive behaviour
- High levels of communication skills both oral, written and in ICT
- Ability to relate well to children
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
- Ability to work with own initiative without supervision
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Understanding of relevant policies/codes of practice and awareness of relevant legislation
- Use of other technology; photocopier, inter-active whiteboard

- Be organised and show initiative
- Be a reliable team member with a sense of humour
- Have the desire to make a difference to our most wonderful students

C. Leadership/Personal Qualities

- Empathetic and caring
- Patient and kind
- Good at planning and organising
- Creative and flexible
- Enthusiastic about learning
- Passionate yet pragmatic
- Willingness to take risks for the sake of the children
- A team player respected by others
- Ability to act quickly and sensitively under pressure, to keep calm in difficult situations, deal with stress and absorb pressure
- Ability to manage own and others' workloads appropriately, with the enthusiasm, stamina and passion to enthuse and motivate others with regard to the marketing of the school.
- Open and constructive, accepting of feedback and always willing to learn
- Excellent interpersonal skills, a sense of humour and a willingness to make him/herself approachable to members of the school and the wider community; a 'can do' positive approach
- The ability to prioritise, evaluate and manage financial and human resources