



JUNIOR SCHOOL TEACHING ASSISTANT

JERUDONG INTERNATIONAL SCHOOL invites suitably qualified Citizens and Permanent Residents of Brunei Darussalam to apply for the following position:

Junior School Teaching Assistant

The successful candidate will work in the classroom supporting children and teachers. He/she may also undertake administrative tasks under the guidance of the teaching staff.

Requirements:

- Diploma or Degree level qualification
- Good level of spoken and written English is essential
- Must be computer literate
- Hardworking, able to work independently and a team player
- Previous experience of working with children in a school is desirable

To apply, please complete the Application Form to be found in the Employment Section on the school website (www.jis.edu.bn), where you will also find further details of the posts. Please ensure that your CV includes a recent photo and full contact details (including email address) of two professional referees.

Closing Date for Applications: 21st January 2020

Safeguarding

JIS is committed to safeguarding and promoting the welfare of all students in its care. Successful candidate must be willing to undergo comprehensive child protection screening, including an enhanced criminal record disclosure and other standard pre-employment safeguarding checks.

JOB DESCRIPTION

Accountable to: Head of Junior School

General Statement of Responsibilities:

Key Role/Functions

To work under the instruction / guidance of the Head Teacher, Deputy Head and teaching staff to undertake work / care / support programmes, to enable access to learning for pupils, and to assist the teacher in the management of pupils and the classroom or outside the main teaching area.



Specific Duties and Responsibilities

1. Support for Pupils

- To promote pupils development in a safe, secure, challenging environment
- To have regard for the safety and well-being of the pupil at all times
- To promote the development in the use of classroom equipment in order to gain maximum support from their use.
- To participate in pupils play and extend and stimulate language through conversation.
- To work with the class teacher to promote the inclusion and acceptance of all pupils.
- To encourage good personal hygiene and assist with necessary self-help skills (feeding, toileting, dressing, etc)
- To assist children when they have physical or toileting accidents
- To encourage pupils to interact with others and engage in activities led by the teacher.
- To assist in the supervision of pupils, including on outings and visits
- To provide feedback to pupils in relation to progress and achievement
- To promote positive self-esteem, appropriate work habits and independence
- To accompany children to specialist lessons where necessary

2. Support for Teachers

- To liaise with teachers regarding the daily/weekly programme of activities and events
- To assist with the planning of learning activities
- To establish constructive relationships with parents and carers
- To work with the class teacher and other staff delivering Individual Education Plans
- To assist in the general preparation and tidying of the classroom - set out, prepare, use and tidy equipment after use.
- To be aware of pupil problems/progress/achievements and report to the teacher as agreed.
- To support pupil record keeping and assessment as requested.
- To provide clerical support e.g. photocopying, filing, receiving and collection / passing money to the school secretary.
- To promote good behaviour, dealing promptly with conflict and incidents in line with school policies and to encourage pupils to take responsibility for their own behaviour, promoting self-control and independence.

3. Support for the Curriculum

- To undertake structured and agreed learning activities, supporting pupils to understand instructions and adjusting activities according to pupil responses.
- To support pupils in the use of ICT as directed, developing pupils competence and independence in its use.
- To set out, prepare and maintain equipment/resources required to meet the lesson plans / relevant learning activity and assist pupils in their use.



4. Support for the School

- To be aware of and comply with policies and procedures relating to Child Protection, Health and Safety, Fire and Evacuation and confidentiality, reporting any concerns to the designated / appropriate person.
- To assist the class teacher in the taking, storing and use of photographs to support the curriculum or school events.
- To assist with the general supervision of pupils when required.
- To be aware of what is happening day to day in school by checking the firefly/school calendar page
- To assist with pupil first aid / welfare duties, looking after children who are unwell and clear up after their illness, liaising with parents / staff (including the school nurse) in the absence of the school secretary.
- To work as a member of the staff team in all relevant activities to develop the school / to contribute to the overall ethos / aims of the school.
- To participate in training and relevant professional development as required.
- To accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group or individual under the supervision of the class teacher / head of school.

Note:

- The Teaching Assistant may be called upon to perform other duties that the Head of Junior School considers reasonable
- This job description may be reviewed throughout the school year. In addition, it may be amended at any time after negotiation with you.