



Title	Teacher Assistant	Category (cf Policy 5.101)	Teacher Assistance
Reports to:	Vice Principal /Principal	Department:	Elementary School
Job Holder		Start date:	Immediately

IST Foundational Documents

IST Mission

Challenging, inspiring and supporting all our students to fulfil their potential and improve the world

IST Vision

IST will be a global leader in the education of internationally-mobile young people.

All students, regardless of their starting point, will think critically, achieve academically and develop the wisdom to make good choices. They will show curiosity and creativity in addressing authentic problems, local and global.

They will pursue their varied passions with enthusiasm, developing resilience, perseverance, and confidence. Understanding the diversity of people and cultures, they will act kindly, fairly, and responsibly.

All members of the IST community will work together to fulfil this vision.

Statement of Values

All members of the IST community are:

- (a) Responsible - We act responsibly, positively and constructively towards ourselves and other people. We learn from our mistakes and accept the consequences of our actions.
- (b) Inquiring - We show curiosity, perseverance and open-mindedness in seeking to understand and solve problems. We persevere in the face of difficulties and we embrace the learning that comes through failure as well as the joy of success.
- (c) Compassionate - We empathise with others and act with care, kindness and courage. In our interactions, we behave with patience, generosity and integrity.
- (d) Balanced - We believe in a broad education for our students, seeing the value of participation in a varied curriculum.
- (e) Diverse - We treasure the diversity within the IST community, using the rich opportunities for deeper understanding that come from our differences.

IST Strategic Plan

Our Strategic Plan is in place to help our community align efforts to better reach our school's mission, vision and values. This plan is focused on three aims.

1. Personalized Learning:

- (a) Ensure alignment between the written, taught and assessed curriculum
- (b) Implement a strong, multi-tiered system of support to students, consistent with IST's common understanding of inclusion
- (c) Improve our ability to offer a balanced program with opportunities for excellence in academics, the arts and athletics



- (d) Provide exemplary transition programs between campuses and other institutions of learning
- (e) Ensure reporting models support effective partnerships with parents and their child's learning
- (f) Develop a strong internal professional learning community to embed successful professional learning experiences
- (g) Ensure IST students' appropriate use of technology supports their learning

2. **Engaged Community:**

- (a) Improve IST's local, global and international reputation
- (b) Provide opportunities for IST students and faculty to connect with local and global experts
- (c) Develop partnerships within the local community to improve student experiences
- (d) Improve processes and systems to improve communication within the IST community
- (e) Build reciprocal structures to connect alumni with current student
- (f) Establish sustainable and supportive relationships with government ministries
- (g) Promote positive school spirit within and across campuses

3. **Ensured Sustainability:**

- (a) Review the master site plan to ensure school facilities support learning experiences
- (b) Maintain fiscal discipline and transparency within IST community
- (c) Develop the school's capacity to recruit/retain excellent employees
- (d) Lessen IST's environmental footprint
- (e) Align governing models with best practice

Summary of the Role

Teacher Assistant duty will be to supervise the students and provide learning support and guidance. The successful applicant should be ready to assist the lead licensed teacher with the development and implementation of education plans as well as identify and solve issues with the educational, social and emotional development of students. The Assistant Teacher should be committed to developing meaningful relationships with pupils and giving constructive feedback to help them grow and improve. S/He must have strong communication skills, as they will be expected to interact with colleagues, parents, students and educational authorities. The ideal candidate will be understanding and attentive to student needs, and have a passion for the education field.

Preferred Qualifications and Experience

- (a) Experience: 2+ years' teaching experience
- (b) Must have a Bachelor's Degree and relevant teaching certification. Masters degrees are preferred.
- (c) PYP training/experience

Professional Competencies:

- (a) Excellent communication skills in spoken and written form
- (b) Educational leader and outstanding teacher
- (c) Sound decision making, solutions focused, knowledge of child protection and health and safety
- (d) Experience in developing and/or sustaining high performance teams
- (e) Highly effective relationship developer with a variety of stakeholders
- (f) Expert knowledge of IB Standards and Practices.



Personal Attributes:

- (a) Collaborative team player, empathetic listener
- (b) Integrity and confidentiality
- (c) Strategic thinker, able to convert vision into action
- (d) Internationally minded, emotional intelligence
- (e) Intercultural awareness, creative, persuasive
- (f) Flexible and capable of managing growth and instilling high standards
- (g) Adept in multilingual settings, spirited, pioneering, professional and nurturing

Responsibilities

The primary responsibilities for Teacher Assistant at Elementary School will be:

Areas of Responsibility

Whenever necessary and at the discretion of the classroom teacher, the responsibilities of the Teacher Assistant will include but not be limited to, the following:

- a. Discussing assigned duties with classroom teachers in order to coordinate Instructional efforts
- b. Supporting children individually or in small groups in order to help them master skills and to reinforce learning concepts presented by the teacher
- c. Setting up and dismantling lesson materials, bulletin board displays, exhibits, equipment and demonstrations
- d. Organizing and labelling materials, and displaying student's work in a professional manner
- e. Assisting with assemblies and school performances within the Grade level/Department
- f. Supporting the classroom teacher in maintaining effective rules and routines within the classroom
- g. Supporting the wider implementation of school rules in a manner consistent with the IB Philosophy
- h. Handling all matters pertaining to children, parents and staff in a professional and confidential manner
- i. Becoming familiar with the school curriculum and the day to day running of the school
- j. Participating in in-service programmes offered by the school
- k. Carrying out lessons planned with the teacher and providing reflective feedback
- l. Assisting with the transition of children from one lesson to another
- m. Supervision of children at break in a safe and punctual manner
- n. Familiarising themselves with individual teachers, their classrooms and routines as well as the departmental/grade level needs
- o. Attending subject lessons as required. Wherever possible, arrangements will be made in advance and specific expectations for the role of the assistant in the subject lesson should be clear to all concerned.
- p. Organizing resources in classroom and grade/departmental areas

Whenever necessary and at the discretion of the Elementary Principal, the Teacher Assistant is accountable for:

- a. Attendance at staff meetings and parent evenings
- b. Supervision of children at break/after school in a safe and punctual manner

In order for the Teacher Assistant to meet these expectations, the Classroom Teacher is also held accountable for:



- a. Communicating clearly, openly and honestly with Teacher Assistants
- b. Meeting with the Teacher Assistant at the start of the year to discuss responsibilities and expectations for the year
- c. Actively encouraging respectful interactions between the Teacher Assistant and all members of the community

Perform other duties as assigned, including special projects as requested by the Principal

Particulars of the Search

Prospective applicants should be based in Tanzania and need to formally apply. Applicants should submit a letter (in English) describing her/his fit and interest in the position along with an up-to-date curriculum vitae which includes the names, addresses and contact details of three (3) referees. Applications and enquiries should be directed to staffrecruitment@istafrica.com before close of business on Friday, 30 August 2019