

## JOB DESCRIPTION

**Position: TEACHING ASSISTANT**

**Report to:** Key Stage Leader, HoD

### **Job Overview:**

Teaching Assistant supports the teachers in enabling the pupils to gain independence and participate fully in the curriculum and general life of the school.

### **Responsibilities and Duties:**

- Support pupils during lessons as directed by the class teacher.
- Supervise and teach individual, pairs or groups of children as required by the class teacher or line manager.
- Be aware, in advance of the teacher's weekly planning.
- Contribute to the planning of lessons.
- Assist in lesson preparation.
- Provide feedback to the teacher regarding the performance of pupils the TA has been assigned to work with during a lesson.
- Supervise pupils in communal areas to ensure a high standard of behaviour is maintained.
- Assist with the supervision of snack times and carry out allocated playground, lunchtime and after-school duties as agreed.
- Organise - and have responsibility for - two Curriculum Option Lessons each term.
- Assist the teacher in displaying and removing pupils' work.
- Reward and sanction children in accordance with the school's 'Positive Behaviour' policy to ensure the school's high standards of behaviour and discipline are maintained.
- Collect notices, reply slips etc. Collate and send to office when required.
- To undertake any other reasonable task as instructed by the Senior TA or any line managers.
- Other tasks assigned by Line Manager.

### **Qualifications:**

#### **Education:**

- BA of Education or BA of English and teaching certificate
- Being creative, energetic and enthusiastic with secondary pupils

#### **Experience:**

- At least 3 years of experience.
- Experience of working in international school is a plus.

Job Holder's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Direct Manager's  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HR Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_