

Stonehill International School



An Embassy Group Education Initiative

Job Description
(revised September 2017)

Teaching Assistant

Responsible to: Teacher and appropriate Head of Section

Job Purpose: To assist designated teachers, support learning in the classrooms as directed by the teacher and to assist where necessary to maintain the smooth running of the school.

Key Responsibilities and Accountabilities:

1. Assist the teacher in preparing for daily classroom engagements
2. Support learning in the classroom, including specialist classes when required by:
 - Working with individual students or small groups to reinforce learning under the direction of the teacher
 - Sharing observations on student learning with the teacher
 - Making use of assessment checklists as directed by the teacher
3. Support teachers by marking objective tests with answer sheet (e.g. Multiplication/spelling)
4. Assist the teacher in setting up classroom displays and bulletin boards
5. Operate and care for equipment used in the classroom
6. Assist in general maintenance and tidying of the classroom after activities
7. Guide children in working and playing harmoniously with other children in a variety of settings
8. Maintain order and discipline while taking children from class to class, in the classroom, and, if needed, with wash up and toilet routines
9. Supervise children during break times and lunch as per the duty rota
10. Assist with maintenance of class files and records
11. Assist in the preparation of inventory, and requests for supply and maintenance orders
12. Participate in professional development training programmes as required
13. Maintain a high level of ethical behaviour and confidentiality

14. Assist with extra-curricular activities
15. Provide support and substitution where appropriate and agreed with the appropriate principal, in the case of teacher absence
16. Be aware of, understand and support school policies, procedures and essential agreements

Hours of Work

The working day for full time teaching staff is from **7.25 am** until **4.00 pm**. Attendance at periodic school events (including professional development opportunities) in the evenings and weekends may also be required.