



## Job Description

**Position:** Teaching Assistant

**Accountable to:** Head of Junior School

**Your Professional Duties:** 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. Develop the ethos of the School whilst seeking to cultivate the holistic JIS Learner Profile which includes:

<b>Communication</b>	<b>Leadership</b>
<b>Thinking</b>	<b>Integration</b>
<b>Active Engagement</b>	<b>Resilience</b>

### General Statement of Responsibilities

#### 1. Support for Pupils

- To promote pupils development in a safe, secure and 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 or 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.
- To work from Monday of the Week 0, as and when required.
- To support the CCA program or assist with additional break duties to reflect pro-rate approximate contact hours, as and when required.

**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.

**Working Hours:**

**Monday – Thursday**

**Nursery & Kindy**

7.15am – 3.00pm

Break: Food and drink can be consumed with the children during snack time. Lunch break consisting of 40 minutes after 12.30. (Specific start time in agreement with class teacher);

**Reception - Year 6**

7.15am – 3.00pm

Break: At break time when not on duty. Lunch to be taken during lunch time when not on duty.

**Friday**

7.15am – 12 noon

For the purpose of PD, team planning, in house training, staff meeting, the TA / HLTA will be required to come to School from 2pm – 3:30pm.

The TA / HLTA recognises that he/she should be present until after the last lesson in the Junior School.



## PERSON SPECIFICATION FOR THE ROLE OF TEACHING ASSISTANT

Criteria	Essential	Desirable
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>• Diploma or Degree</li> </ul>	<ul style="list-style-type: none"> <li>• Other professional qualifications</li> </ul>
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Recent experience of working in a school</li> <li>• Experience of working with children/young people</li> <li>• Experience of relevant age group</li> <li>• An understanding of the varied needs of children as they develop socially and academically</li> <li>• Excellent understanding of Safeguarding and Child Protection policies and practices</li> <li>• A standard of written and spoken English that supports pupils' learning</li> <li>• A knowledge of behaviour management techniques that support school and classroom practices</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in more than one school</li> <li>• Experience of developing the practice of others</li> <li>• Experience of working with children with special needs</li> <li>• Proficient ICT user</li> </ul>
<b>Professional Skills</b>	<ul style="list-style-type: none"> <li>• High expectations and aspirations for pupils and staff</li> <li>• Form and maintain excellent effective relationships with all in school</li> <li>• Communicate effectively with all in school</li> <li>• Be well organised and work within deadlines</li> <li>• Be a good team player and work cooperatively in different capacities</li> </ul>	<ul style="list-style-type: none"> <li>• Inspirational role model to others in school</li> </ul>



<p><b>Personal Qualities</b></p>	<ul style="list-style-type: none"> <li>• Ability to self-evaluate learning needs and use initiative</li> <li>• Ability to relate well to children and adults</li> <li>• Ambitious and willing to learn</li> <li>• Flexible, creative and inspiring</li> <li>• Caring, positive, open and honest</li> <li>• Dedicated and hard working</li> <li>• Citizen or Permanent Resident of Brunei Darussalam</li> </ul>	<ul style="list-style-type: none"> <li>• Champion for children</li> <li>• Proactive in self-development</li> </ul>
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