



# ST. JOSEPH'S INSTITUTION INTERNATIONAL ELEMENTARY SCHOOL

## Job Description

<b>Post</b>	<b>Teaching Assistant</b>
<b>Management Points</b>	<b>0</b>
<b>Reporting to</b>	<b>AP Student Success</b>
<b>Teaching Hours</b>	<b>7.15 a.m. to 4.15 p.m</b>

## Job Purpose

- Assist teachers, staff and the Leadership Team with the organisation and running of the Elementary School
- Support students in all aspects of the school day

## Key Responsibilities

- Assist teachers in ensuring the well-being and safety of the Elementary School Students
- Support teachers with the delivery of the curriculum and learning activities
- Support the teachers with the provision and organisation of learning resources
- Be a role model for Lasallian Values and School Vision, Mission, Values and the Virtues Programme

## Specific Tasks and Duties

- Prepare learning materials for the teacher by making, photocopying or organising resources
- Observe and monitor student behaviour in the classroom, during transitions and at recess reporting any matters of concern to the appropriate teacher
- Assist the teacher during special events in the class and during school wide celebrations
- Create displays and signage in the classroom and corridor areas
- Sort, audit and organise classroom resources in preparation for the next term

## Communication

- Communicate with teaching and administrative staff, Teaching Assistants, TA Coordinator, the Leadership Team and students effectively, respectfully and in a timely manner
- Report to the AP Student Success any matters related to child safeguarding, Health and Safety, discipline or personal concerns

## Collaboration and Relationship Management

- Work collaboratively and purposefully with assigned teachers and other Teaching Assistants
- Support teachers with the organisation and management of the students as a class, in groups or individually whilst promoting high standards of behaviour and discipline
- Collaborate and communicate regularly with the AP Student Success and TA Coordinator as part of a team that supports the academic, social and emotional development of each child

### Self-Evaluation and Quality Assurance

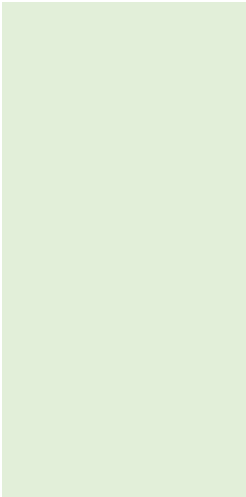
- Participate in the school’s evaluation process as a reflective practitioner and use this as an opportunity for professional growth
- Seek opportunities for professional development through a range of opportunities such as professional reading, in-school or external workshops

### General Areas of Responsibility

- Be an advocate of the school and its decisions during interactions with students, staff and the community.
- Lead in nurturing a Lasallian Catholic ethos by building upon the legacy and tradition of the school firmly anchored in Faith, Service and Community
- Demonstrate professionalism and confidentiality within and beyond the workplace
- Maintain updated knowledge of Child Protection and pastoral care generally
- Maintain good working relationships with colleagues and students
- Be a role model within the school in terms of professional conduct and work ethic
- Treat others fairly and with respect in order to create and maintain a positive school culture
- Inform and support the SLT as needed
- Take on specific tasks related to the day-to-day administration and organisation of the school as requested by the Principal or SLT

### Person Specification

Criteria	Essential	Desirable	Evidence
<b>Education</b>	High School Certificate or above	Teaching Certificate or Specialised qualifications relevant to the position	e.g. CV, Documentation
<b>Experience</b>	1 or more years of working with students in a school context	3 years or more years of working with students in a school context	CV
<b>Knowledge and Skills</b>	Proven experience of 1 or 2 years in the assigned grade level or department	Significant experience in the assigned grade level or department	CV, References, Interview
<b>Personal Characteristics</b>	Collaborative, Open Minded, Diligent	Collaborative, Open Minded, Diligent	References, Interview
<b>Other</b>	Knowledge of: <ul style="list-style-type: none"> <li>• Appropriate interactions and communication with Elementary Students</li> <li>• Behaviour management and how to motivate students</li> </ul>	Knowledge of: <ul style="list-style-type: none"> <li>• Appropriate interactions and communication with Elementary Students</li> <li>• Behaviour management and how to motivate students</li> </ul>	CV, Interview, Portfolio, References

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- Effective organisation of time and tasks
  - Collaboration and working as a member of a team in support of the students
  - Ability to communicate effectively and receive feedback
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