



ST. JOSEPH'S INSTITUTION INTERNATIONAL

JOB DESCRIPTION : Teaching Assistant (Instructional Science & Mathematics)

Appointment : Teaching Assistant in Science & Mathematics
Reporting to : Head of Learning Development Department
Commencement: February 2025
Position: Part-Time (10 hours per week)

Overall Purpose:

To support the Learning Development Department in our mission: to support students socially, emotionally and academically to help them to achieve their potential as learners and to participate fully in school life.

Specific Responsibilities:

- To provide support and interventions for a particular group of students individually or in small groups, as directed by the Head of the Learning Development Department
- To plan a programme of support with the guidance of the Head of the Learning Development Department to agreed deadlines and in agreed formats
- To regularly liaise with the Head of the Learning Development Department regarding the support and interventions provided
- To help with differentiating lesson content and instruction, as well as the scaffolding of tasks
- To liaise with and facilitate staff training to promote capacity of technical and academic language
- Add relevant observations and strategies used to the individual learner profiles
- Feed knowledge of the learners' understanding of key concepts into the teacher's assessment and planning where appropriate

- To develop and maintain a good home-school partnership with the guidance of the Head of the Learning Development Department; to consult with and inform parents of the progress, attainment and attitudes of pupils

General Responsibilities:

- To assist teachers with the well-being and safety of High School students
- Any other non-teaching duties that may be assigned by the Senior School Principal or teachers
- School working hours are from 7.15 am to 4.15pm
- Promote the School's Lasallian values
- Be a positive role model for students
- Set high expectations
- Promote cohesion and collegiality in professional relationships
- To understand and apply school policies
- To maintain professionalism and confidentiality inside and outside the workplace; this includes keeping updated on Child Protection issues and internet safety and having a working knowledge of the pastoral care system within the school
- Other reasonable requests made by the Principal
- Attend professional learning and coaching sessions with the Head of the Learning Development Department