

Job Description Teacher Assistant

Department: Non-Academic Administration KG/Elementary

Line Manager: Respective Phase Leader

Key Relationships: Respective Phase Leader or designee

Job Purpose:

For all staff in school we share a responsibility to ensure that children are always safe and properly supervised. Our school is committed to 'amazing learning'- providing enjoyable and meaningful learning experiences so that every pupil makes as much progress as possible. All staff are expected to adhere to NIS policies and code of conduct and commit to promoting our vision – 'A happy community school with amazing learning at its heart where pupils are empowered to make choices, engage in meaningful learning experiences and make exceptional progress'

A teacher assistant supports the teacher of the class in educating children. An assistant basically handles tasks that free the teacher to focus on the learning agenda for the day. They are responsible for human support and paraprofessional work assisting the teacher with instructional activities and assisting students by reinforcing material already presented through special efforts and repetitions. Assisting teachers in managing, organizing and coordinating all task related to the respective section.

Key qualities and skills:

- General knowledge of the practices, methods and techniques used in classroom teaching
- Ability to deal effectively with students and teachers
- Skilled in the use of classroom and instructional equipment
- Ability to establish and maintain effective working relationships with teachers, parents, and students
- Important Skills: Enthusiasm, imagination, energy, adaptability, patience and responsibility

Key duties include:

The Teacher Assistant must undertake various tasks, including:

- Organize, prepare and pass out project materials, setting up audio equipment and track attendance
- Maintain classroom supplies and helps children retrieve materials, clean-up workspaces and gather belongings
- Collect and display suitable material for educational displays and decorate classrooms and corridors
- Supervise snack and other related duties
- Assist the classroom teacher and accept all duties assigned in support of teaching and learning
- Perform a variety of office assistance tasks such as photocopying, filing, answering the telephone, etc. as required

Health and Safety

- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities
- Assist in implementing all policies and rules governing student life and conduct
- Ensure that, all the necessary health and safety rules and procedures are in the classrooms
- Maintain an awareness of all the health and safety measures to be taken when in school
- Ensure all students are seated and belted during their travel in the school bus
- Assist in handing over the student to an authorized adult when dropping them home

Position Requirements:

Education: Graduate

Experience: 2 years' experience working as a teacher assistant.

Competencies:

- Good oral and written communication skills
- Willing attitude to be a part of the school team
- Strong sense of professionalism
- Safeguarding and welfare of children
- Excellent communication skills and command of the English language, in spoken and written form
- A collaborative team-player with excellent interpersonal skills
- Behavior management

Attributes:

- Empathetic listener
- Integrity and confidentiality
- Internationally minded
- Emotional intelligence
- Intercultural awareness, creative
- Flexible and a can-do attitude

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Approvals	
Line Manager:	Principal:
Employee:	HR:

The International Schools Partnership

Nibras International School is part of The International Schools Partnership (ISP).

The International Schools Partnership (ISP) is a growing group of committed colleagues in financially responsible schools around the world, all of which aim to be the school of choice in their local area. Learning is at the heart of everything we do for our pupils, colleagues and parents. We are committed to getting better, all the time.

ISP was founded by an experienced team of committed educationalists and commercial operators who have worked together over many years. Our growing group of private schools located in the UK, the USA, Europe, Costa Rica, Chile, Colombia, Ecuador, the United Arab Emirates, Qatar, Malaysia, Mexico and Peru educate children and pupils from 2-18 years of age. We have now expanded to 45 schools delivering multiple curricula and building on local brands and reputations with around 45,000 pupils and 7,000 staff located across the globe.

We believe that successful schools are the ones that put learning at the heart of everything they do, always aiming to create rounded individuals that are able to forge successful careers and lives in a rapidly changing world. Our goal is to enable our schools as the leading school of choice in their local area. We are a truly international group working in different cultures and speaking different languages. We work across countries and cultures, too, by working with each other and with other schools and communities. At ISP we continue to engage with schools around the world who are interested in becoming part of our global group of schools and look forward to welcoming more pupils and staff to the group.

All our schools:

- Help children and pupils learn to levels that amaze them.
- Inspire children and pupils to be successful now and equip them to be successful later.
- Are truly international, working in partnerships within and across regions, cultures and languages.
- Aim to be the schools of choice for children, pupils and their families, wherever we are.

ISP and Nibras International School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to appropriate vetting procedures and satisfactory Criminal Background Checks or equivalent covering the previous 10 years' employment history.