



# TEACHING ASSISTANT

**School:** Primary

**Location:** Al Waab/West Bay Campus

**Contract:** Rolling Fixed-term contract

**Working Hours:** Full-time, 7.00am until 2.00pm, Sunday to Thursday

**Closing date:** 30 April 2018

To apply for this vacancy, please complete an application form, available at  
<https://www.dohacollege.com/recruitment>. CVs will not be accepted.

If you require any queries about working for Doha College, please contact [recruitment@dohacollege.com](mailto:recruitment@dohacollege.com)

## JOB DESCRIPTION

### Primary Objective of Role

The primary purpose of the Teaching Assistant is to work under the guidance of teaching and senior staff and within to implement agreed work programmes with individuals/groups in and out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management and preparation of resources. The primary focus will be to support students in accessing the curriculum and assisting them to undertake and complete tasks.

### Accountability and Responsibilities

#### Main Duties

- Establish productive working relationships with children, acting as a role model and setting high expectations.
- Support children consistently whilst recognising and responding to their individual needs.
- Promote the inclusion and acceptance of all children within the classroom.
- Encourage to interact and work co-operatively with other and engage all students in activities.
- Promote independence and employ strategies to recognise and reward achievements and self-reliance.



- Work with the teacher to establish an appropriate learning environment.
- Work with the teacher in lesson planning, evaluating and adjusting lessons / work plans as appropriate.
- Assist with the development, writing and implementation of IEP's.
- Monitor and evaluate children's responses to learning.
- Promote positive values, attitudes and good student behaviour, in line with established policy.
- Implement agreed learning activities, adjusting activities according to responses and needs.
- Support the use of IT in learning activities and develop students' competence and independence.
- Help all students to access learning activities.
- Contribute to the overall ethos, work and aims of the school.
- Assist with preparing equipment, apparatus and display boards.
- Supervising children to and from the swimming pool, including changing, as appropriate. *This is a shared responsibility with the teacher.*
- Creating, Checking and tidying resources, maintaining a well organised working environment.
- Playground duties and monitoring of snack time.
- Working with groups of children at the direction of the teacher.
- Assisting and implementing school policies.
- Be prepared to undertake further professional development.
- Take part in the performance development process and meet formally with Line managers to review agreed targets.
- Contribute to the planning cycle, alongside the teachers.

### Other

- Any other duties required by the class teacher, Head of Year, Phase Leaders, Assistant Principals, or the Head Teacher, which is in the scope of the post.
- At all times carry out duties with due regard to the school's Health and Safety policy.
- Incorporate the school's vision, mission and core values into normal working practice.
- Be responsible for safeguarding and promoting the welfare of all children.
- Follow the reporting procedures contained in the Child Protection Policy with regards to raising concerns about the welfare of any.

## PERSON SPECIFICATION

### Key Requirements

#### Qualifications

- G.C.S.E. (or equivalent) grade C or above in English and Maths

#### Experience

- Experience of working with Primary children
- Experience of developing and preparing resources
- Some experience supporting pupils with additional learning needs

#### Skills, Knowledge and Abilities

- Working knowledge of the Key Stage 1 and 2 curriculum
- An understanding of the principles of child development and learning processes and in particular barriers to learning
- Effective communication skills

- Highly organised
- Sensitive, caring and responsive to the needs of young people
- Enthusiastic and good at motivating students
- Ability to work constructively as part of a team
- A good understanding of classroom roles and responsibilities