

Job Title:	Teaching Assistant	Department	Early Years		
Location:	Repton School Dubai	Address	Nad Al Sheba 3		
Salary	5000 with school Visa 6000 with own Visa	Position Type:	Full Time		
HR Contact:		Date Posted:	October 2022		
Applications Accepted By:					
TES online applications		Head of Early Years <a href="mailto:joanna.bacon@reptondubai.org">joanna.bacon@reptondubai.org</a>			
Job Description					
<p><b>ROLE AND RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• SUPPORTING THE PLANNING, DELIVERING AND EVALUATING OF TEACHING AND LEARNING OPPORTUNITIES</li> <li>• PREPARING THE CLASSROOM AND RESOURCES FOR LESSONS</li> <li>• SUPPORTING ALL GROUPS OF STUDENTS TO RAISE ATTAINMENT AND PROGRESS, INDIVIDUALLY AND IN GROUPS</li> <li>• OBSERVING PUPIL PERFORMANCE AND REPORTING ON OBSERVATIONS TO THE TEACHER</li> <li>• RESPONSIBLE FOR THE SAFEGUARDING AND PROTECTION OF ALL STUDENTS</li> <li>• LIAISE WITH OTHER STAFF MEMBERS WHO MAY BE SUPPORTING SPECIFIC GROUPS OR INDIVIDUAL CHILDREN</li> <li>• WORKING IN COLLABORATION WITH AND COMMUNICATING WITH PARENTS</li> <li>• FACILITATING LEARNING THROUGH PLAY</li> <li>• HELPING WITH EXCURSIONS AND EVENTS SUCH AS SPORTS DAY</li> <li>• RUNNING EXTRACURRICULAR ACTIVITIES AND BEFORE OR AFTER SCHOOL CARE</li> <li>• CARRYING OUT ROUTINE ADMINISTRATIVE TASKS</li> <li>• USING DATA TRACKING SOFTWARE IN COLLABORATION WITH THE CLASS TEACHER</li> <li>• PLAY AREA AND DUTY RESPONSIBILITIES</li> <li>• TO UNDERTAKE RELEVANT TRAINING REQUIRED TO SUPPORT THE EARLY YEARS FOUNDATION STAGE DEPARTMENT</li> <li>• MANAGE BEHAVIOUR WHEN WORKING WITH AN INDIVIDUAL OR SMALL GROUP</li> </ul>					

**REQUIRED SKILLS:**

- HAVE A POSITIVE OUTLOOK AND MINDSET
- A COMMITMENT AND UNDERSTANDING TO THEIR OWN AND OTHERS WELLBEING
- BE COMPASSIONATE AND NURTURING
- HAVE A GOOD SENSE OF HUMOUR AND FUN
- BE CONFIDENT AND HAVE THE ABILITY TO ASK QUESTIONS
- HAVE THE ABILITY TO BE ADAPTABLE AND CHANGE ACCORDING TO THE NEEDS OF THE PUPILS
- USE CLEAR AND EFFECTIVE COMMUNICATION SKILLS
- ARE ABLE TO SPEAK, READ AND WRITE ENGLISH WITH FLUENCY AND PROFICIENCY
- HAVE THE ABILITY TO SHOW AN UNDERSTANDING OF EARLY CHILDHOOD DEVELOPMENT
- HAVE EXPERIENCE OF EITHER SUPPORTING YOUNG CHILDREN, BEING A TEACHING ASSISTANT OR HAS WORKED WITHIN THE EDUCATION OR CARE SECTOR
- HAVE THE ABILITY TO MANAGE PUPILS BEHAVIOUR AND ENSURE EACH CHILD IS CARED FOR
- HAVE THE ABILITY TO FOLLOW POLICIES
- HAVE THE ABILITY TO SAFEGUARD STAFF AND PUPILS WITHIN THE SCHOOL

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

Essential: High School Qualifications at Senior Level or the equivalent

Desirable: Further Education Qualifications or Early Childhood Qualifications

Reviewed By:	Joanna Bacon	Date:	10 <sup>th</sup> October 2022
Approved By:	Natalie Walsh	Date:	11 <sup>th</sup> October 2022
Last Updated By:	Joanna Bacon	Date/Time:	