

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 joanna.bacon@reptondubai.org	
Job Description			
ROLE AND RESPONSIBILITIES <ul style="list-style-type: none">SUPPORTING THE PLANNING, DELIVERING AND EVALUATING OF TEACHING AND LEARNING OPPORTUNITIESPREPARING THE CLASSROOM AND RESOURCES FOR LESSONSSUPPORTING ALL GROUPS OF STUDENTS TO RAISE ATTAINMENT AND PROGRESS, INDIVIDUALLY AND IN GROUPSOBSERVING PUPIL PERFORMANCE AND REPORTING ON OBSERVATIONS TO THE TEACHERRESPONSIBLE FOR THE SAFEGUARDING AND PROTECTION OF ALL STUDENTSLIAISE WITH OTHER STAFF MEMBERS WHO MAY BE SUPPORTING SPECIFIC GROUPS OR INDIVIDUAL CHILDRENWORKING IN COLLABORATION WITH AND COMMUNICATING WITH PARENTSFACILITATING LEARNING THROUGH PLAYHELPING WITH EXCURSIONS AND EVENTS SUCH AS SPORTS DAYRUNNING EXTRACURRICULAR ACTIVITIES AND BEFORE OR AFTER SCHOOL CARECARRYING OUT ROUTINE ADMINISTRATIVE TASKSUSING DATA TRACKING SOFTWARE IN COLLABORATION WITH THE CLASS TEACHERPLAY AREA AND DUTY RESPONSIBILITIESTO UNDERTAKE RELEVANT TRAINING REQUIRED TO SUPPORT THE EARLY YEARS FOUNDATION STAGE DEPARTMENTMANAGE BEHAVIOUR WHEN WORKING WITH AN INDIVIDUAL OR SMALL GROUP			

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 th October 2022
Approved By:	Natalie Walsh	Date:	11 th October 2022
Last Updated By:	Joanna Bacon	Date/Time:	