



WELLINGTON COLLEGE  
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SHANGHAI

## POSITION: Lower Prep Teaching Assistant

Basic Information			
<b>JOB TITLE</b>	Lower Prep Teaching Assistant	<b>DEPARTMENT</b>	Prep School
<b>SUPERVISOR</b>	Classroom Teacher / Head of Year and Head of Lower Prep		

### Main Purpose:

To enable pupils to make excellent levels of progress by implementing learning activities within a selective, mainstream setting, under the guidance of a teacher. This may involve planning, preparing, delivering learning activities, monitoring, assessing, recording and reporting on student progress and development for whole classes, small groups and/or individuals.

The role of Teaching Assistants is to raise attainment and achievement, by working innovatively and collaboratively with the class teacher.

### Main Task:

#### Teaching and Learning:

- Promote and support the learning and development of all pupils, under the guidance of a teacher. This includes the preparation or teaching resources to meet student needs.
- Support learners in the classroom through small group or 1:1 support, as directed and required.
- Assist the teacher to plan and differentiate materials to suit learner needs.

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- Build and maintain successful relationships with students and staff, communicating effectively sensitively and empathetically to motivate and support their learning.
  - Use behaviour management strategies in line with the ethos of the College to promote purposeful learning environments.
  - Use ICT and new technologies effectively to support learning and develop students' competence and independence.
  - Record progress and achievement in lessons or interventions and provide evidence of progress and attainment that can be used to assist with future planning and target reviews.

**Professional and other responsibilities:**

- Undertake ongoing training and development e.g. for pupils who are within the English as an Additional (EAL) curriculum or who receive support for special educational needs (SEN).
- Establish productive working relationships with students, acting as a role model and setting high expectations.
- Improve own practice through observation, evaluation and discussion with colleagues.
- Participate in whole staff performance management process.
- Adhere to professional and staff codes of conduct at all times.
- Ensure complete commitment and compliance with safeguarding policies and procedures and promote the welfare of children and young people.
- Organise and manage safely the learning activities, the learning environment and resources for which they are given responsibility.
- Photocopying and preparing documents as required. To support with creating and updating classroom and corridor displays.
- Reward students for good work and progress.
- Participate in duties rota and meetings for staff where requested but within working time.
- Support the College Development Plan so far as it relates to the subjects taught and the continuing improvement of premises and accommodation.

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- Assist and offer where required an activity or activities (CCAs) to enrich the College experience for the pupils. These activities to take place outside of the prescribed teaching hours as reasonably directed by the Headmaster and/or the Head of Prep School.

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