



JOB DESCRIPTION – SUPPLY TEACHING ASSISTANT

Reports to: Assistant Head Teacher

Start Date: March 2025

Salary: BESA Pay Scale

A Teaching Assistant at the British Embassy School Ankara will have the following duties and responsibilities:

Teaching and Learning

- Assist in the educational and social development of pupils under the direction and guidance of the Head Teacher, Senior leadership team & Class teachers.
- Provide support for groups of pupils, or individual pupils, both inside and outside the classroom to enable them to fully participate in activities.
- Assist in the implementation of Individual Education Programmes for pupils and help monitor their progress.
- As required, work alongside other professionals, such as the school nurse.
- Help class teachers with the preparation of class events, such as assemblies, plays, trips, etc.

Administrative

- Prepare and present displays of pupils' work.
- Support class teachers with photocopying and other tasks, to aid teaching.
- Assist with the preparation and storage of resources in the school, including taking responsibility for designated aspects / areas.
- To attend school functions and events and particularly the Summer Fair, etc.

Standards

- Support the aims and ethos of the school.
- As required, attend staff and team meetings and in-service days.
- Undertake other professional duties as may be reasonably assigned by the Head Teacher or other line manager.
- Setting a good example in terms of dress, punctuality and attendance.