

## TEACHING ASSISTANT

### JOB DESCRIPTION

LOCATION	Queen’s International Qatar	
JOB PURPOSE	<ul style="list-style-type: none"><li>To support the classroom teacher in delivering a high-quality education to children and assist in fostering a positive and engaging learning environment.</li><li>To contribute to the development and well-being of students by offering academic and pastoral support, working collaboratively with teaching staff, and ensuring all students can achieve their full potential.</li><li>To align with the mission, vision, and values of Queen’s International Qatar and Artemis Education, supporting students in their learning journey.</li></ul>	
REPORTING TO	Class Teacher	
DIRECT REPORTS	N/A	
OTHER KEY RELATIONSHIPS	Internal: <ul style="list-style-type: none"><li>Principal</li><li>Teachers</li><li>Administrative staff</li></ul>	External: <ul style="list-style-type: none"><li>Students</li><li>Families</li></ul>
KEY RESULTS AREA		PERFORMANCE MEASUREMENT
LEARNING AND TEACHING		
<ul style="list-style-type: none"><li>Assist in delivering engaging and interactive lessons under the guidance of the classroom teacher.</li><li>Support individual students or small groups with their learning, ensuring that all children can participate effectively.</li><li>Provide additional support to students with different learning needs, including EAL (English as an Additional Language) students and those requiring additional help.</li><li>Foster a positive learning environment by reinforcing classroom expectations and student engagement.</li><li>Assist with the preparation and organisation of learning resources.</li><li>Promote and model good behaviour, ensuring a safe and respectful classroom environment.</li></ul>		<ul style="list-style-type: none"><li>Lesson observations</li><li>Student progress tracking</li><li>Feedback from teachers and students</li></ul>
CLASSROOM SUPPORT AND PREPARATION		
<ul style="list-style-type: none"><li>Assist in setting up and maintaining classroom resources, displays, and learning areas.</li><li>Support students in using educational technology to enhance their learning experience.</li></ul>		<ul style="list-style-type: none"><li>Lesson observation</li><li>teacher feedback</li><li>Contribution to classroom displays and organisation</li></ul>

<ul style="list-style-type: none"> <li>Supervise students during transitions, break times, and school activities to ensure their safety and well-being.</li> <li>Assist in the assessment and recording of student progress by providing observations and feedback to the teacher.</li> <li>Support students with homework tasks when required.</li> <li>Ensure the learning environment is stimulating and well-organised, contributing to the school's overall learning culture.</li> </ul>	
<b>PROFESSIONAL AND PERSONAL DEVELOPMENT</b>	
<ul style="list-style-type: none"> <li>Engage in relevant professional development opportunities to enhance skills and effectiveness.</li> <li>Attend training sessions and school meetings to contribute to the development of best practices.</li> <li>Collaborate with teaching staff and other assistants to improve classroom support strategies.</li> </ul>	<ul style="list-style-type: none"> <li>Engagement with training and CPD (Continuous Professional Development)</li> <li>Personal Development Plan discussions</li> <li>Performance appraisal</li> </ul>
<b>SAFEGUARDING &amp; STUDENT WELFARE</b>	
<ul style="list-style-type: none"> <li>Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK.</li> <li>Compliance with visa requirements for working in Qatar.</li> <li>A commitment to safeguarding and promoting the welfare of all pupils, and a willingness to undertake appropriate child protection training when required.</li> </ul>	
<b>PERSONAL SPECIFICATIONS</b>	
<ul style="list-style-type: none"> <li>A minimum of a high school diploma (or equivalent)</li> <li>Teaching Assistant qualification (e.g., CACHE Level 2/3 or equivalent)</li> </ul>	<p>Essential</p> <p>Desirable</p>
<ul style="list-style-type: none"> <li>Previous experience in a school or educational setting</li> <li>Experience working with children with different learning needs</li> <li>working knowledge of the English National Curriculum</li> </ul> <p><i>Skills</i></p> <ul style="list-style-type: none"> <li>Strong communication and interpersonal skills.</li> <li>Ability to work collaboratively as part of a team.</li> <li>Patience, flexibility, and a positive approach to supporting children's learning.</li> <li>Basic IT skills to assist with digital learning and classroom technology.</li> <li>Organised, proactive, and able to take initiative.</li> <li>Passion for working with children and supporting their development.</li> </ul>	<p>Desirable</p> <p>Desirable</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
<b>PERSONAL ATTRIBUTES</b>	
<p>Here is what we expect at Queen's:</p> <ul style="list-style-type: none"> <li>High levels of personal integrity</li> <li>Conscientious and able to focus on completing work to a consistently high standard</li> </ul>	

- Flexible and positive approach to work
- Excellent organisational and time-management skills; high attention to detail
- Ability to work to tight deadlines and able to prompt others to ensure deadlines are achieved
- Adaptable to working in a fast-paced, ever-changing environment
- Ability to work under pressure and remain calm
- Proactive and willingness to take on multiple tasks
- Self-motivated and enthusiastic
- Ability to work independently
- Must be a team player, willing to help, and be flexible
- Continually strive for improvement

## DISCOVER YOUR GREATNESS

We are Artemis Education, a leading international schools organisation. Our mission is to improve access to outstanding education. Every day, our teachers and support colleagues encourage our students to discover their greatness. Our vision is to inspire students to become purposeful, proactive, and passionate global citizens. Our innovative use of educational technology also creates a personalised, 21st century learning experience for all students. We recruit and retain the world's best teachers and offer unforgettable events and expeditions.

This job description does not constitute a complete description of duties. Staff members shall carry out the professional duties of their assigned role, including those duties particularly assigned by their direct report, as set out above but not restricted to them. The staff member may be required to undertake other duties as reasonably required by the school.

## SAFEGUARDING

*Queen's is committed to safeguarding and promoting the welfare of children and young people. As an employee you are expected to share this commitment. The protection of students' welfare is the responsibility of all staff and individuals are expected to conduct themselves in a way that reflects the principles of our organization. All staff commit to implementing and adhering to the Safeguarding Policy.*