

Section 1 | Job Details

Job Title	Teaching Assistant	
Reporting to	Head of Department	
Department/Unit	Primary	

Section 2 | Job Purpose

To assist in delivering effective teaching and learning that supports the individual wellbeing of students and promotes continuous improvement in academic achievement within the assigned subject area. The role contributes to developing students' knowledge, skills, and behaviours, enabling them to reach their full potential—intellectually, emotionally, socially, physically, culturally, spiritually, and psychologically.

The Teaching Assistant will support the enhancement of students' learning experiences and contribute to the development of essential skills through active classroom engagement, targeted intervention, and inclusive practices aligned with the school's values and curriculum goals.

Section 3 | Key Accountabilities

Main Duties	<p>Teaching</p> <ul style="list-style-type: none"> Supporting students and the teaching and learning process to improve academic achievement. Contributing to and supporting the management of student behaviour, and reporting any concerns to the teacher. Establishing and maintaining positive relationships with individuals and groups of students to enhance learning. Supporting pupils during learning activities, particularly those involving Arabic, English language or cultural education, and assisting with learning tasks. Assisting in preparing and organizing learning materials, especially those related to Arabic language and UAE social studies content. Contributing to maintaining accurate and up-to-date student records, including progress in classrooms. Providing meaningful feedback to students on their progress, particularly in literacy and communication. Ensuring that UAE national culture, heritage, principles, and values are respected and reflected in all student interactions. Supporting differentiated instruction for students who require additional help in Arabic or other subject areas. Assisting in the implementation and supervision of extra-curricular activities, student excursions, and playground supervision as requested. Maintaining a safe, inclusive, and positive classroom environment that promotes student engagement, wellbeing, and cultural awareness. Supervising and facilitating assessments (both internal and external), ensuring adherence to KBZA's policies and procedures. Collaborating with classroom teachers and other staff to ensure consistent support for students' Arabic and general academic development. Attending and participating in school-based and external professional development sessions. Supervising classes during staff absences, as directed by School Leadership. Undertaking additional responsibilities as directed by the line manager or School Leadership.
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	<ul style="list-style-type: none"> Engaging actively in community events and school initiatives, including participation in academic and operational committees.
Specific Duties	<p>Technology</p> <ul style="list-style-type: none"> Actively engaging with, usage and leverage from technology and equipment allocated to the teacher and classroom. <p>Policies, Procedures and Processes</p> <ul style="list-style-type: none"> Participating in or overseeing implementation of the policies and procedures applicable and ensure they are documented and followed. <p>School Culture and Behaviour</p> <ul style="list-style-type: none"> Contributing positively to the desired culture of high expectation for student achievement and behaviour. Modelling, collaborating, cooperating and providing working relationships throughout the school staff (e.g. initiating regular school leadership team and staff meetings to analyse, plan, discuss and address issues affecting the school). <p>Parent and Community Relationships</p> <ul style="list-style-type: none"> Supporting communication of educational initiatives to parents and the wider community. <p>Other Responsibilities</p> <ul style="list-style-type: none"> Maintaining punctuality and attendance expectations. Accomplishing assigned tasks and meeting operational deadlines. Initiating personal professional development plan to increase knowledge and skills, in collaboration with the line manager. Escalating and reporting all matters to the line manager regularly. Ensuring a well-implemented handover process during leaves in the department. Adhering to all KBZA's policies and procedures including the following: <ul style="list-style-type: none"> Job hierarchy (appropriate communication streamlines (internal and external) Code of conduct Dress code Attendance Policy (abiding by the working hours and reporting absence, tardiness or early leave).

Section 4 | Communications & Working Relationships

Internal	External
<ul style="list-style-type: none"> All School Staff Students 	<ul style="list-style-type: none"> Parents External Parties

Section 5 | Qualifications, Experience & Skills

Qualifications Required	<ul style="list-style-type: none"> Bachelor's degree in Education (with specialization in the assigned area of responsibility)
Experience Required	<ul style="list-style-type: none"> 3+ year of experience in the field. Previous experience in the UAE preferred.
Job Specific Knowledge & Skills	<ul style="list-style-type: none"> Knowledge of pedagogy, curriculum, assessment, student learning, management of student behavior, teaching and learning strategies. Subject specific knowledge. Skills, including behavior management, conflict management, and lesson planning. Relationship management skills with colleagues, parents and students. Communication skills and ability to adapt to all levels. Organizational Skills. Change Management Skills.

Section 6 | Approvals

Statements in this Job Description are intended to reflect in general the duties and responsibilities of the position but are not to be interpreted as totally inclusive. I hereby acknowledge that it is my responsibility to read, understand and be aware of changes in the Khalifa Bin Zayed Al Awal Policies and Procedures.

This job description should be discussed and agreed between the direct manager and the Job holder who should each keep a signed copy for reference.

Employee | Teaching Assistant

Name:	Signature:	Date:
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Human Resources Manager

Name:	Signature:	Date:
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Reporting to Line Manager Head of Department | Reviewed & Approved by

Name:	Signature:	Date:
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School Principal | Endorsed by

Name:	Signature:	Date:
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