



## KENT COLLEGE DUBAI

### Teaching Assistant

#### Job Description

#### Description of Role

In collaboration with the relevant teaching staff, TAs will work to support pupils in class, small group and 1:1 settings in order to raise standards of teaching and learning. The TA will work with all ability groups in class and not just support the low ability children.

#### Roles and Responsibilities for Teaching & Learning Assistant

The areas of responsibility for TAs are outlined below. Communication between class teacher and teacher assistant is crucial to ensure that the working relationship is successful. During introductions to lessons if a teaching assistant is not required by the class teacher to support learning, they may be directed to support in other ways e.g. hearing individual readers or working with target groups who may not benefit from the introduction.

There is a strong expectation that TAs maintain confidentiality about pupils at the school and do not discuss pupil progress with parents outside of school.

#### General

- To work collaboratively with the class teachers under the direction of the Year Group Leaders.
- To share responsibility for the facilitating of programmes of work and activities for individual and groups of children.
- To hear individual readers and record this in the PADs.
- Be aware of the use of the resources in the school to enhance teaching and children's learning.
- To prepare and set out in an appropriate way, in cooperation with other staff, activities, materials, equipment and resources for individuals or groups of children.
- To share responsibility for the presentation of children's learning and for the compilation of interest areas and displays e.g. Corridor areas.

- To share responsibility for children learning in areas inside or outside and provide appropriate levels of support and interaction.
- To demonstrate and actively encourage in children the skills for lifelong learning, i.e. the Learner Profile characteristics.
- To work with the teacher to ensure that realistic expectations of behaviour and achievement are set for each pupil.
- To attend and participate in meetings including reviews, parent conferences and staff meetings as required by the teacher, Year Group Leader and Headteacher.
- To establish and develop good relationships with parents and carers on a day to day basis, encouraging dialogue, cooperation and partnership.
- To participate in training courses (INSET) as required.

### **Administration**

- To be involved in the general observation, monitoring and assessment of individual children and keep written records under the direction of the class teacher, Headteacher and Deputy Headteacher.
- Complete any relevant paperwork asked for by the class teacher, Year Group Leader and Headteacher.

### **Discipline**

- Check for correct school or PE uniform, wearing of jewellery and notify class teacher of persistent offenders.
- Draw to the attention of the class teacher any inappropriate behaviour shown by the pupil.
- Implement the school behaviour policy and to be aware of procedure.

### **Additional Responsibilities**

- Undertake any additional duties relevant to their position as designated by the Headteacher/ Deputy Headteacher e.g. helping with year group productions.
- Undertake before school, after school and break duties as outlined by the Headteacher/ Deputy Headteacher.
- To assist teachers in accompanying children from the playground and specialist lessons if required.
- All staff are responsible for the implementation of the Health and Safety Policy. Staff are also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure that appropriate improvements are made when necessary.

### **Attributes**

In the capacity of a Teaching Assistant at Kent College Dubai, the following attributes are expected:

- Be keen to learn.
- Hard worker and self-motivated.
- Able to use own initiative.
- Have good communication skills.
- Have good interpersonal skills.