



JOB DESCRIPTION – STUDENT SUPPORT TEACHING ASSISTANT

Reports to: Student Support Coordinator

Start Date: January 2025 (An initial 3 month probationary period will apply)

Salary: BESA Teaching Assistant Pay Scale plus additional benefits

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, Deputy Head Teacher & Student Support Coordinator
- 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 as required

Administrative

- Make and maintain teaching resources.
- Monitor, record and make basic assessments about individual progress.
- Prepare and present displays of pupils' work.
- Support line manager 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.