

JOB DESCRIPTION

Job Title:	Teaching Assistant
Department:	Primary School
Reports to:	Head of Primary
Summary:	Teaching assistants at Amity are members of the Amity community, they commit themselves to promoting the values and philosophy of the school as well as the IB. Just as the school has a responsibility for them, they also have a responsibility to work in the school's best interests, to promote its good name, support its members and act in a collegiate manner. Teaching assistants have a responsibility to strive to achieve the highest professional standards in all they do. Their primary responsibility is towards the students whose best interests they work for and promote. They must do everything they can to ensure every student fulfils their potential through supporting the class teaching and specialist teachers.
Values:	<ul style="list-style-type: none"> • Respects and practises the content of the school vision, mission and values • Instils in students a love of learning and the value of learning for its own sake • Respects, practises and teaches students the philosophical and pedagogical values of the International Baccalaureate, as enshrined in its mission statement and learner profile
Duties & responsibilities: <i>*but not limited to</i>	<p><u>Preparation and Planning</u></p> <ul style="list-style-type: none"> • Supports the class teacher in preparing resources • Ensures all resources for a lesson are ready for use at its start • Contributes towards the planning of whole school and phase activities • Plans small group activities with support of the class teacher • Plans collaboratively as part of a team <p><u>Teaching and Learning</u></p> <ul style="list-style-type: none"> • Supports the class teacher and specialist teachers in the teaching of the essential elements of the PYP • Is flexible and able to adapt and respond according to the changing needs of the students • Engages with children in order to support or extend learning as appropriate • Models the learner profile and acts as a positive role model • Provides intentional feedback to children, as appropriate, which focuses on the learning processes/journey rather than on the end product to move the learning forward • Resources are used effectively and creatively <p><u>Classroom Management</u></p> <ul style="list-style-type: none"> • Adopts appropriate professional relationships with students • Supports the class teacher and specialist teachers with high expectations for standards of behaviour and consistently enforces them



	<ul style="list-style-type: none"> • Generates a positive, productive and purposeful working atmosphere • Praises students for their endeavour and achievement • Ensures the class environment is well organised, stimulating and promotes independent learning opportunities <p><u>Assessment</u></p> <ul style="list-style-type: none"> • Supports the class teacher and specialist teachers with documenting and recording student progress • Supports the class teacher and specialist teachers with the use of Seesaw • Provides feedback to the class teacher on any observations about student progress <p><u>Professional Development</u></p> <ul style="list-style-type: none"> • Establishes, with the help of school management, an individual strategy for professional development as part of the appraisal process • Collaborates effectively with colleagues to develop professionally • Contributes to workshops for staff and parents <p><u>Other responsibilities</u></p> <ul style="list-style-type: none"> • Attends school meetings as required, and contributes constructively to them • Meets all deadlines set by school management • Participates in the wider life of the school • Communicates and works effectively with support staff • Discusses any concerns and issues with school management. • Is mindful of what information is sent out on social media regarding the school • Understands that staff and children’s data information is confidential and not to be discussed outside of school
<p>Requirements: <i>*The ideal candidate for this role will have the following personal skills, experience, and qualifications</i></p>	<p><u>Personal Skills:</u></p> <ul style="list-style-type: none"> • Communication skills <ul style="list-style-type: none"> ○ Excellent communication skills to effectively convey information to students, respond to their queries, and interact with teachers and colleagues. • Patience <ul style="list-style-type: none"> ○ Patience when working with students. • Organization <ul style="list-style-type: none"> ○ Highly organized, able to keep track of lesson plans, assignments, and other important materials. • Time management <ul style="list-style-type: none"> ○ Good time management skills, prioritizing workload to meet deadlines. • Adaptability <ul style="list-style-type: none"> ○ Adaptable and able to handle unexpected situations and changes in the classroom environment. • Empathy <ul style="list-style-type: none"> ○ Should have empathy and be able to understand the challenges and struggles that students may face in their learning journey.

	<ul style="list-style-type: none"> • Teamwork <ul style="list-style-type: none"> ○ Able to work well with other teachers, assistants, and school staff to provide the best learning experience for students. • Creativity <ul style="list-style-type: none"> ○ Should be creative, able to come up with innovative ideas and strategies to engage students and make learning fun and enjoyable. • Critical thinking <ul style="list-style-type: none"> ○ Able to think critically and analyze situations to provide effective solutions to problems that may arise in the classroom. • Adaptation to technology <ul style="list-style-type: none"> ○ Tech-savvy and able to adapt to new software and hardware quickly. <p><u>Experience:</u></p> <ul style="list-style-type: none"> • Relevant assisting experience. In addition, experience in teaching, tutoring, or mentoring is valued. <p><u>Qualifications:</u></p> <ul style="list-style-type: none"> • Completed advanced coursework or have a degree in the subject.
Confidentiality:	<p>To discuss any concerns and issues with school management. To be mindful of what information you send out on social media regarding the school, management and school policies and procedures. To understand that staff and children's data and information is confidential and not to be discussed outside of school. Your contract can be terminated should you breach this confidentiality clause.</p>

Note:

The job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job. Other duties may be assigned.