



JOB DESCRIPTIONS

INTERNATIONAL TEACHING ASSISTANT

Effective: 1 November 2018

Next Review: 1 September 2022

Introduction

This document is to be read in conjunction with the Employment Agreement. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation between the post-holder and The Principal. The school's Mission and Values statements underpin all aspects of this job description.

Salary

The post-holder will be appointed on the appropriate point of the Kajonkiet International School Scale.

Terms, Conditions and Benefits

As stipulated in the Employment Agreement.

Responsibility

The International Teaching Assistant:

- is responsible to the Vice Principal (EYFS & Primary);
- is line managed by the Phase Leader with day to day direction from the class teacher;
- will work closely with the class teacher and subject leaders to provide planning and teaching and learning of the highest quality;
- will work closely with the class teacher to provide for student's learning, social and personal needs;
- will work with other professionals in meeting the needs of students;
- role is usually a class based position;
- will attend staff meetings and training and development sessions as requested.

Tasks

The International Teaching Assistant will:

- support the school's Mission Statement and Values;
- take an active part in all class and year group activities;
- work with groups and individuals on learning tasks as assigned by the Phase Leader and/or class teacher;
- assist in the assessment of students and in the maintenance of records;
- prepare materials and equipment for activities
- assist in the preparations of displays
- assist in the setting up and maintaining of an efficient and well ordered learning environment;
- take an active role in classroom administration;
- assist in, ' Home Communication';
- participate in training and development activities;
- undertake duties in accordance with the duty roster;
- participate in and contribute to the Extra Curricular Activities programme;
- assist students in meeting behaviour and social expectations;;
- provide individual support for students;
- fulfil additional duties as required and identified by the class teacher, Phase Leader or VP.

Professional Expectations

The International Teaching Assistant will:

- give the highest regard to safeguarding and child protection as well as to health and safety;
- demonstrate skills in promoting the school's mission, values and policy;
- have excellent communication skills;
- have a good understanding of how children learn;
- have an understanding of teaching and learning strategies;
- be professional in approach and set good examples;
- be conscientious, efficient and organised;
- have high regard to creating a high quality learning environment;
- pay high regard to confidentiality;
- set the tone for students in attendance, punctuality, appearance, dress, courtesy and professionalism;
- be a positive influence on staff morale and motivation;
- actively seek to improve their practice, demonstrating a clear commitment to their own career professional development;
- have good organisational skills;
- have excellent interpersonal skills;
- be flexible and adaptable;
- support the school's ethos of respect and positivity, ensuring courtesy in all forms of communication;

This job description is subject to review and amendment by the Principal in the light of changing needs of KIS. The post holder may be required to undertake other duties within the school as may reasonably be expected under the direction of the line manager or the Principal, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.