



JOB DESCRIPTION

Post: Teaching Assistant

School: Kajonkiet Internationasl School Phuket (KIS)

Job Purpose: To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom.

The key qualities that contribute to success as a teaching assistant are:

- a respect and fondness for children;
- excellent communication skills;
- good listening skills;
- confidence;
- excellent organisational skills ;
- the ability to inspire and enthuse young children;
- energy, resourcefulness, responsibility, patience and a caring nature;
- an understanding of the needs and feelings of children;
- ability to work independently, as well as being able to work in a team;
- a sense of humour and the ability to keep things in perspective.

All staff are ultimately responsible to the School Director. Your immediate responsibility is to the Phase Leader.

Areas of Responsibility and Key Tasks

As part of our team you will be expected to:

- act professionally at all times, setting a good example to children through high standards of presentation and personal conduct whilst contributing positively to effective working relationships within the school;
- keep up to date with latest developments in the Primary Curriculum and pedagogy.;
- evaluate teaching methods with a view to continual improvement;
- support and contribute to the school's responsibility for safeguarding children;
- comply with health and safety policy and undertake risk assessments as appropriate;
- play a full part in the life of the school community and support its ethos;
- carry out any other reasonable tasks as directed by the Class Teacher, Phase Leader and the School Management;
- participate in the school's appraisal and performance management system;
- actively pursue your own personal and professional development.

Support for pupils and classroom management:

- develop a positive and supportive relationship with pupils;

- be aware of the differing needs of pupils;
- providing pastoral care and support to children;
- supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities;
- ensuring the health and safety of children is maintained during all activities, both inside and outside the school;
- assist with the development and implementation of Individual Education/Behaviour Plans and personal Care programmes;
- set challenging and demanding expectations and promote self-esteem and independence;
- provide feedback to pupils in relation to progress and achievement under guidance of the teacher.
- maintain discipline in accordance with the school's policy and encourage good practice with regard to punctuality, behaviour, standards of school work and homework.

Support for the teacher:

- have a sound knowledge and/or experience
- use strategies, in liaison with the teacher, to support pupils to achieve Key Stage objectives;
- assist with the planning of learning activities;
- monitor pupils' responses to learning activities and accurately record progress as directed;
- establish constructive relationships with parents/carers;
- carry out long and short observations;
- assist and take responsibility for contributing to children's learning journeys/profile;
- support groups within the class - e.g. phonics, circle times and focussed activity learning;

Support for the Curriculum:

- undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses;
- undertake programmes of intervention, recording achievement and progress and feeding back to the teacher;
- support the use of ICT in learning activities and develop pupils' competence and independence in its use;
- prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use;
- assist in the display and presentation of learning cues and pupils work inside and outside of the classroom environment as required.

Support for the school:

- undertake training and CPD as required;
- appreciate and support the role of other professionals;
- attend and participate in relevant meetings as required;
- assist with the supervision of pupils out of lesson times, including before and after school and at lunch time as required;
- accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher;
- be a role model for pupils and colleagues in terms of behaviour and attitude;
- be punctual and professional at all times;
- maintain confidentiality.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the Phase Leader and member of staff, and will be reviewed annually.