



British  
International School  
Riyadh

## **JOB DESCRIPTION: Teaching Assistant with Crèche Duties**

LINE MANAGER: Head of Year

SALARY: TA Scale

### **JOB PURPOSE:**

Teachers' assistants at the BISR, under the instruction/guidance of teaching staff, contribute towards providing high quality education for all students in their care and to improving the quality of learning and standards of achievement.

Under the direct guidance and supervision of the assigned teacher, TAs enable access to learning for students and to assist the teacher in the management of students and the classroom. Work may be carried out in the classroom or may regularly take place outside the main teaching area.

As part of the role, the successful applicant will be expected to provide crèche support and supervision for staff children who require crèche provision as and when necessary on a flexible working hours' basis; both during term time and on INSET days.

### **RECRUITMENT CRITERIA**

- An understanding of child development
- Basic understanding of the National Curriculum and specific knowledge of a particular Key Stage or subject area
- Familiarity with age-related expectations of students, the main teaching methods and the testing/examination framework in the age range or subjects in which they are involved
- Awareness of the key factors that can affect the way students learn
- An understanding of the aims, content, teaching strategies and intended outcomes for the lessons in which they are involved and an understanding of the place of these in the related teaching programmes
- Be familiar with health and safety issues and positive behaviour management plans
- Good numeracy and literacy skills
- Ability to effectively use ICT to support learning
- NVQ 2 for Teaching Assistants or equivalent qualifications/experience
- Excellent organisational skills
- Good communication skills
- Self-motivated and initiative in abundance

## **KEY EXPECTATIONS**

- To provide general administrative and classroom assistance to the classroom teacher in charge of effectively delivering pre-planned lessons
- To assist the teaching team in ensuring that children behave and conduct themselves properly, both within and outside the classrooms
- To assist the classroom teacher in ensuring that all equipment used is safe and specific to the activity and age group
- To assist in the supervision of children in the playground
- To assist in the filing of classroom and/or departmental documentation
- To assist in the setting up and preparation of classroom and/or school activities
- To assist in the organisation and maintenance of resources
- To photocopy, laminate, sort, file, and assist in the preparation of resources for lessons to be used by the classroom teacher and/or teaching team
- To provide crèche support when necessary by following timetable, plan and carry out activities with students as provided resources

## **JOB ACCOUNTABILITIES**

- Establish constructive relationships with students; and interacting with them according to their individual needs
- Setting challenging and demanding expectations, which promote self-esteem and independence
- Providing feedback to students in relation to progress and achievement under the guidance of the teacher
- Using positive behaviour management strategies in line with the school's policy and procedures
- Using clearly structured teaching and learning activities that interest and motivate students and advance their learning

### **Support for Learning**

- Creating and maintaining a purposeful, orderly and supportive environment, in accordance with lesson plans
- Use strategies, agreed with the teacher, to support students to achieve learning targets
- Assist with the planning of learning activities on a regular basis
- Contribute to the selection and preparation of appropriate teaching resources
- Monitoring student responses to learning activities and accurately recording achievements/progress as directed
- Provide detailed and regular feedback to teachers on student achievement, progress, problems etc.
- Promote good student behaviour, dealing promptly with conflict and minor incidents in line with established policy and encouraging students to take responsibility for their own behaviour
- Establish constructive relationships with parents
- Assist with the display of students' work
- Provide clerical/administrative support, e.g. photocopying, filing etc.
- Assist students to change for PE and swimming
- Accompany students who may be ill or injured to the clinic

### **Support of the Institution**

- Be aware of, and complying with, school policies and procedures, e.g. health and safety, confidentiality and physical intervention
- Contribute, in whatever ways possible, to the overall ethos, aims and work of the school.
- Appreciate and support the role of other professionals

- Be aware of and supporting difference and ensuring all students have equal access to opportunities to learn and develop
- Attend all relevant meetings as required
- Participate in training, other learning activities and performance development as required
- Assist with the supervision of students out of lesson times, including break times
- Accompany teaching staff and students on visits, trips and out of school activities, as required, and to take responsibility for a group, under the supervision of the teacher
- Undertake any other duties that the teacher may reasonably direct

**KEY EXPECTATIONS**

All staff are expected to:

- Be aware of and committed to the mission, vision, values and all associated school policies
- Take an active role in the development and implementation of school policies and in the whole life of the School
- Ensure that there are equal opportunities for all
- Follow school procedures as outlined in the staff handbook

Name of post-holder	Signed by post-holder	Date

Name of line manager	Signed by line manager	Date	To be reviewed