



British
International School
Riyadh

JOB DESCRIPTION: Teaching Assistant

LINE MANAGER: Curriculum Leader, Modern and Foreign Languages

SALARY: TA Scale

JOB PURPOSE

Teachers' assistants at the BISR, under the instruction/guidance of teaching staff, are expected to contribute towards providing high quality education for all students in their care and to improving the quality of learning and standards of achievement. They should conduct themselves in an appropriate professional manner at all times to support and foster the aims of the school and its SLG.

Under the direct guidance and supervision of the assigned teacher, the TA is expected to 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.

This generic job description sets out the main roles and responsibilities of a Teacher's Assistant at BIS-R. Those holding the position of a Specialist TA have a specific job description relating to their specialist 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.

Responsibilities:

Knowledge and Understanding:

1. Basic understanding of child development and learning
2. General understanding of the National Curriculum and specific knowledge of their particular Key Stage or subject area
3. 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
4. Awareness of the key factors that can affect the way students learn
5. 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
6. Be familiar with health and safety issues and positive behaviour management plans
7. Have good numeracy and literacy skills
8. Ability to effectively use ICT to support learning
9. NVQ 2 for Teaching Assistants or equivalent qualifications/experience

Support the student by:

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

Support the teacher by:

1. Creating and maintaining a purposeful, orderly and supportive environment, in accordance with lesson plans
2. Using strategies, agreed with the teacher, to support students to achieve learning targets
3. Assisting with the planning of learning activities on a regular basis
4. Contributing to the selection and preparation of appropriate teaching resources
5. Monitoring student responses to learning activities and accurately recording achievements/progress as directed
6. Providing detailed and regular feedback to teachers on student achievement, progress, problems etc.
7. Promoting 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
8. Assisting with the display of students' work
9. Providing clerical/administrative support, e.g. photocopying, filing etc.
10. Accompanying students who may be ill or injured to the clinic

Support the school by:

1. Being aware of, and complying with, school policies and procedures, e.g. health and safety, confidentiality and physical intervention
2. Contributing, in whatever ways possible, to the overall ethos, aims and work of the school
3. Appreciating and supporting the role of other professionals
4. Being aware of and supporting difference and ensuring all students have equal access to opportunities to learn and develop
5. Attending all relevant meetings as required
6. Participating in training, other learning activities and **performance development** as required
7. Assisting with the supervision of students out of lesson times, including break times
8. Accompanying 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
9. Undertaking any other duties that the **teacher** may reasonably direct

Specific Departmental Responsibilities:

1. Assisting the teacher in the management of students in the classroom
2. Providing support to students with special needs and EAL needs
3. Providing support in the classroom

4. Delivering educational programmes and assessing their impact on students
5. Monitoring of student performance
6. Planning learning activities with teachers
7. Producing accurate and up-to-date reports and records as required
8. Organising and maintaining books, learning materials and resources
9. Preparation of teacher materials for lessons
10. Maintenance of resources
11. Maintenance of two stock rooms including supplies
12. Administration duties including photocopying, filing and use of ICT
13. Display board preparation and presentation
14. Preparation of assessment papers
15. Invigilating Modern Foreign Language examinations
16. Distribution of materials to class teachers
17. Liaison with Facilities Manager and maintenance department
18. Other duties as delegated by CL, DCL and ACL for Modern Foreign Languages
19. Other duties as expected of TA, including playground duties

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
- To provide crèche support when necessary by following timetable, plan and carry out activities with students as provided resources

Name of post-holder	Signed by post-holder	Date

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