



Verdala  
INTERNATIONAL SCHOOL

# Job Description

## *Teaching Assistance*

At Verdala International School (VIS), we believe that each employee makes a significant contribution to our success and that contributions should not be limited by the assigned responsibilities. Therefore, the job description is designed to outline primary duties, qualifications, and job scope, but does not limit the employee or VIS to only the work identified. It is a basic expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our school.

### **Purpose of Role**

Reports to: Elementary School Principal

Member of: Milepost Team

### **General Duties & Responsibilities**

- The main role of the TA is to support students' learning, either individually or in small groups. TAs add value to the learning by supporting the teacher to create individual learning pathways for our students.
- TAs are collaborators, working closely with the teachers to help our students connect their learning experiences, in a formal, preplanned setting. TAs are flexible and adaptable to the needs of the cohort.
- TAs will support students in working toward their learning goals, and facilitate appropriately. TAs make informed decisions, whether to work with individuals or small groups and provide targeted support, using learning objectives and success criteria as they make next steps explicit.

### **Specific Duties and Responsibilities**

- TAs to assist in implementing the daily program under the direction of the teacher(s) and the Principal.
- TAs may work with small groups, or look after larger group while the teacher works with focus group.
- TAs to assist the teacher with implementation of appropriate childhood educational experiences, to personalise learning.
- TAs to work as a team sharing the necessary planning and preparation of materials and supplies for implementing the daily programme or lesson, as well as tidying materials and equipment after activity.
- TAs to actively engage in the school's planning for the improvement of childhood education, at staff meetings, milepost planning meeting where timetable allows and whole school strategic planning.
- TAs provide support for teachers in developing effective approaches to managing behaviour.
- TAs to supervise activities to ensure safety at all times. This may include single subject lessons.
- TAs timetables are ultimately approved by the Principal.
- TAs might be asked to supervise the classroom if the teacher needs to briefly leave the room, however this is not to be used as teacher release on a permanent basis.
- TAs might be asked to take on the teacher role when the teacher is absent as requested by the Principal.
- TAs might be asked to support a child with learning needs, until a referral is made through the SENCO.
- TAs to supervise duty according to the schedule presented by the Principal.
- Assist teaching staff in the monitoring and evaluation of pupil's progress, providing them with the feedback on observations undertaken.
- TAs assist with planning and actioning of outings and sports events.



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- TAs show awareness to the physical, emotional and social needs of the pupils with whom working
- TAs attend to pupils personal needs and provide assistance to their health and hygiene development.
- TAs providing support to pupils in times of distressed behaviours, redirecting students back on task.
- TAs raise the awareness of teaching staff to the strengths and difficulties of individual pupils.
- TAs are fundamental in establishing constructive relationships with parents/carers, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school link.

### Communication

- TAs to report to teacher(s) any problem which may occur with the children. Observe, record, and report on the behaviour of individual children as assigned, during both lessons time and recess.
- TAs alert teaching staff to any pressures on pupils which may result in behaviour problems.

### Contractual hours

- School hours are between 8.30 until 3.30.
- TAs to attend school functions when requested by Principal or Head of School (2 mandatory per year)
- TAs to Participate in school professional development provided each Friday 2-3:30.
- TAs to attend staff meetings (unless otherwise notified) and recommended training programs and conferences offered by the school.

### Qualifications

- Qualified as per Verdala Board policy
- Has, or is eligible for, Maltese work permit, residence visa, teacher warrant

### Skills and Competencies

- English language fluency: speaking, writing, listening
- Effective communication skills: speaking, writing, listening
- Demonstrates organization skills
- Values collaboration and teamwork
- Demonstrates patient
- Demonstrates creativity and ability to present information in multiple ways to assist the learner
- Knowledge of curriculum, assessment and instruction best practice
- Knowledge of Assessment for Learning practices
- Effective user of technology and understands the use of technology in teaching and learning

**Reviewed September 2017 by TAs an MTL**

TAs supporting single subject teachers 2018-19, 2019-20

- PSHE: TA in KG, G1 & G2



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- PE: TA in KG, G1 (if PE assistant is there, then no need)
- MUSIC: TAs in all classes
- ART: TAs KG-G5 (if Art Assistant Doriane is there, then no need)
- DRAMA: TA in KG, G1, 2, 3
- SPANISH: TAs KG-G5 only at the beginning of the year
- EAL: TA not required
- Creative Arts: TAs in all classes
- *to be reviewed in August 2020*

2019

*February,*