Job Description

Teaching Assistant

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 criterias 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 groups while the teacher works with focus groups.
- 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 meetings 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 and will always be under the supervision of a certified teacher.
- TAs might be asked to support a child with learning needs..
- 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 various events.
- 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 provide support to pupils in times of distressed behaviours, redirecting students back on task.

Job Description

Teaching Assistant

- 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.
- TAs proactively engage in personal professional development that is related to school's goals and initiatives.
- Other duties as assigned.

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.
- TAs are to ensure that all communication with parents is conducted by coordinating with their supervising teacher so that information presented to parents is consistent.

Qualifications & Experience

- Preferably MQF Level 5 diploma or higher in supporting teaching and learning: Early Years or equivalent

or

- In possession of any subject at Advanced Level or a comparable level MQF Level 4. eg IB Diploma ,BTEC Certification
- A pass at least at Grade 1-5, Grade C or a comparable level in four (4) subjects at O'Level/MATSEC)which must include,English Language, Maths and any other subject.

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
- Displays initiative and the characteristics of a lifelong learner