



## Job Description – Teacher Assistant

**Job Title:** Teacher Assistant.

**Reports to:** Principal.

**Position:** Part-time.

### Primary Purpose:

A teacher assistant's primary responsibility is to support both the teacher and students in the classroom. This can include monitoring student behavior, assisting with classroom activities, and providing individualized attention to students who may be struggling.

### Overall Responsibilities

- Work alongside the teachers to support the teaching-learning process and assist them in class management.
- Undertake work, care, and support programs that enable students' learning.

### General

- Assist the students' educational, social, and emotional development.
- Assist the teacher in the curriculum implementation.
- When required, teach classes as part of the cover schedule.
- To support the teacher in the care and order of the learning environment and ensure that it is attractive, safe, and welcoming.
- Maintain positive relationships with parents and the wider community, ensuring the administration is informed of concerns.
- Attend staff meetings/briefings and other meetings when required.
- As required, carry out additional duties necessary for the efficient running of the school, such as supervising playtime, entrance, and dismissal.
- Supervise students during non-class time as determined by the administration.
- Supervise classes as determined by the administration.
- Behave at all times in a manner befitting a role model for the students and in a manner that only respects colleagues and the reputation of the school in line with teacher standards and those of the school.
- To support colleagues as necessary and to work cooperatively.

### Curriculum Matters

- Be familiar with all curriculum documents used in class assistance.
- Support to children on an individual, class, or small group basis to deliver a differentiated learning program.
- To assist with the implementation of Individual Education Programs for students and help to monitor their progress.

**Welfare and Discipline Matters**

- To ensure the safety and security of the children at all times and to bring to the administration's attention any matters concerning their well-being. This includes following the school Safeguarding procedure.
- To provide the necessary support and care for students inside and outside the classroom.

**Date to Assume Duties:** January 2, 2025.

**Deadline for Submitting Application:** Until the position is filled.