



Job Description Teaching Assistant

As a Teaching Assistant you will play an important part of the British School Salalah staff team; working under the guidance of a class teacher(s) to support the cognitive, learning, communication, social, emotional, behavioural, sensory and physical needs of all students; as well as to help to create a happy, safe and stimulating environment within the classroom that you are working in.

An aspect of the role may also involve specific intervention and support for identified students to ensure barriers to learning are overcome and the children make progress in all areas of their development.

Participants will be assigned to work in a specific Year Group across the School. This may change year on year at the discretion of the school in order to meet the needs of students.

Effective Date:	2021 (Revised Annually)
Responsible to:	The Classroom Teacher(s) is responsible for supervising the work of, and giving guidance and direction to, the Teaching Assistants on a day to day basis. In addition, the Inclusion Leader will direct you in supporting specific students or groups of students.
Supervisory Responsible:	N/A
Working Hours:	7.15 am to 2.15 pm, there is an expectation to attend team/school CPD meetings and a commitment of 10 hours of an ECA these will not exceed 20 hours per academic year. You will not be paid extra for attending meetings listed above as this time has been included in your remuneration. It is vital that you are prompt and on time when arriving for work and returning from any agreed breaks within these hours.
Annual Leave:	You are required to work 187 working days per year, incl. all 7 INSET days.

Main purpose and key roles of the job

Inclusion and in class support

- To complement the work of the class teacher by supporting all of the children (or those specifically requested by the Class Teacher for a particular lesson) to access the curriculum being taught during whole class directed activities. This could, for example, be helping pupil(s) to understand the teaching given by the class teacher and to stay on task when sitting on the carpet or during independent work; writing key words on a small whiteboard for the pupil(s) to refer to later in the lesson; working with a small group to complete their work; using effective questioning and strategies (additional to the teachers) to enable individual students to develop further in their understanding.
- To deliver / teach individual or small group differentiated programmes of support at the request of, and under the direction of the class teacher in order to ensure that students meet targets that they may be

set and become more independent learners. This could include, for example, hearing and questioning students when reading; supporting students with learning their phonics; playing educational games with small groups of students; and delivering intervention programmes for example in phonics or maths.

- To understand a range of additional educational needs (for example physical, sensory, language, behavioural) and develop a range of strategies for supporting individual students through personalised learning.
- To raise pupil confidence and self-esteem.
- To provide effective verbal and written feedback to the students, accurately marking according to the school positive marking a feedback policy where necessary.
- To assist, under the direction of the class teacher, with individual assessment and record keeping of the students' progress to inform future planning, set targets and identify children in need of intervention.
- To help to promote a strong partnership between home and school and pass on parental queries or concerns quickly to the class teacher.
- To prepare resources at the request of the class teacher.
- To help the class teacher with creating wall displays, improving the learning environment and keeping the classroom neat and tidy.
- To help to manage the resources used in the classroom, such as reading books, text books and English or maths equipment.
- Any other reasonable task required by the class teacher or member of the Leadership Team.

Behaviour and Safety

- To treat students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to this professional position.
- To take a shared responsibility for promoting and safeguarding the welfare of all students ensuring equality of opportunity for all.
- To assist in the behaviour management of the class and when on duty elsewhere, in order to enable productive learning to take place. This will involve using a range of consistent and fair strategies of praise, rewards and sanctions in accordance to the Primary School Positive Behaviour Policy and School Learning Ethos.
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviours, which are expected of students.
- To actively promote the inclusion and acceptance of all students and to report any incidents of racism or bullying to the class teacher.
- To celebrate pupil's achievement both in and out of school.
- To help ensure and maintain a safe learning environment for the students and staff.
- To promote good hygiene and monitor lunch boxes and ensure the students are hydrated.

Supervision and Duties

- To, on occasion, undertake periodic whole class supervision for short periods of time in the absence of the class teacher.
- To cover in the event of absent Teaching Assistant colleagues where supply cover cannot be arranged.
- To register and monitor attendance of students if required by the class teacher.
- To take students to and from the playground and specialist lessons when directed.
- To assist students in specialist lessons where required.

- To assist with break, lunch time and assembly supervision duties.
- To support students during external visits.
- To attend after-school or out of school hours meetings and INSETs as required, in accordance to your contract.

Team Working and Collaboration

- To work collaboratively with other members of the school, developing effective professional relationships and sharing good practice across the team to ensure consistency of practice in line with school policy and procedures.
- To contribute to ongoing school improvement through active participation in staff and team meetings.
- To support the school vision in relation to providing the highest standard of teaching, learning and pastoral care.

Professional Development

- Where necessary, actively refine your approach and practice responding to advice and feedback from colleagues.
- To reflect on own and other's practice, through discussion and observation in order to develop a thorough understanding of effective teaching methods and how children learn.
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal.

Other

- To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality.
- To uphold the code of Professional Conduct in your contract, demonstrating integrity and confidentiality at all times with regards to students and colleagues and relating to school matters.
- Act in accordance with the professional duties and responsibilities outlined in the contract, staff handbook, job description and performance review.

This job description reflects the present requirements of the post. As duties and responsibilities change and develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

BSS is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Appointments are subject to satisfactory references and DBS clearance.

Signature of Post Holder: _____ Date: _____