

## BRUMMANA HIGH SCHOOL

### JOB DESCRIPTION

#### TEACHING ASSISTANT – INFANTS'

*Brummana High School is a Quaker coeducational day and boarding school which seeks all round excellence in the academic, arts and sports spheres and aims to promote integrity amongst its staff and students. Each member of the school community ensures that students' needs from diverse backgrounds are met. Students are prepared to become responsible citizens and life-long learners, respecting each other and helping the community.*

This job description is used as part of the Teaching Assistant's contract so that both s/he and the line manager know what is expected.

#### **Line management**

The Teaching Assistant reports to the Homeroom Teacher. In absence of the Homeroom Teacher, Teaching Assistant reports to the Head of Section.

#### **Hours**

Hours to be assigned in accordance with national laws governing teaching (teaching law number 56), a continually updated copy of which is available in the Bursar's office for reference.

The Teaching Assistant is expected to be in school from 7:30 am until 3:30 pm but to work 27 hours per week.

#### **General responsibilities**

1. To support and maintain the aims and values of the school
2. To respect the school's ethos, rules, and regulations
3. To help enforce the school's rules and regulations
4. To use mutual respect and courtesy as the basis for relationships with others
5. To maintain a professional attitude towards other staff, parents, and students
6. To report any health and safety concerns to the line manager
7. To respect and take care of school property and resources
8. To report any misuse of property, damage, loss, or injury, including vandalism, theft, and assault to the line manager
9. To have responsibility for the academic, physical, and emotional well-being of students in their care
10. To be engaged in ongoing professional development
11. The main responsibility is to assist the Homeroom teacher in the daily preparation of lesson plans and the activities planned for each day; to supervise students in the playground; and to ensure the cleanliness and safety of the environment and the student.

#### **Specific responsibilities**

1. Support student's learning (one on one or group)
2. Monitor student's personal development (socially, emotionally, academically... in class/playground) and report to the homeroom teacher
3. Assist students who need extra support, encouragement or help to finish the assigned task properly and on time
4. Look after students' pastoral needs (make sure they are happy, healthy, safe...) and playground accidents (take students to sick bay when there is a need to) ...
5. Motivate and encourage students to follow all the rules (class rules/playground rules/ line up...).
6. Reinforce lessons by tutoring small groups through differentiated techniques with the supervision of the homeroom teacher.
7. Plan and/or assist the homeroom teacher in planning different activities to reach all students.
8. Support the homeroom teacher and help manage student's behaviour in class (unattentive, talkative or disruptive).
9. Take over the class when the homeroom teacher or a subject teacher is absent.
10. Discuss any student's concern with the homeroom teacher in private.

11. Teach a lesson with the homeroom by splitting the class into groups.
12. Inform the homeroom teacher of student's achievement, progress, and difficulties.
13. Follow the prepared lesson plan if the homeroom teacher is absent.
14. Work positively and collaboratively with the homeroom teacher.
15. Assist in lesson planning (give ideas for differentiated activities/art activities...).
16. Attend meetings and be familiar with the school's policies, rules, and regulations
17. Be punctual and well prepared for classes.
18. Welcome the students at 7.30 in the morning and help them go to their classes
19. During dismissal, take the bus students to the waiting area to wait for the bus and the students who leave later than 2.45 to the waiting room. Help the Homeroom in dismissal when the parents pick up.
20. Be ready when asked to prepare learning resources so that students have all the tools they need for the lesson (flashcards-counters-stories-radio...)
21. Be ready when asked to prepare the material needed for any activity (art/P.E. material), for art activities (paint, cardboard....) and decorate the classroom and boards with students' work.
22. Help the homeroom teacher in planning and practicing for events (assemblies, Christmas show, Mother's Day, May Festival, Field day....).
23. Help the homeroom teacher in field trips and outings.
24. Help the homeroom teacher to have a positive classroom environment and make sure that the student's belongings are well-organized.
25. Write attendance daily.
26. Photocopy worksheets and file papers.
27. Undertake any other duties as may reasonably be requested.

AB (Rev RaH 31/01/23)