

## **PERSON SPECIFICATION**

### **Teaching Assistant**

#### **North London Collegiate School Dubai**

The role of the **Teaching Assistant** is to provide support to students in both the Junior School. The Teaching Assistant will support the teachers in enhancing the effective involvement of students in their academic and social development.

Classes in Pre-KG, KG1, KG2 and Grade 1 will have their own dedicated Teaching Assistant.

Classes in Grade 2, 3, 4 and 5 will share one Teaching Assistant between two classes.

#### ***Professional Experience***

- Previous experience of working as part of a team is essential.
- Experience in working with children as a Teaching Assistant in a School environment is strongly preferred.

#### ***Personal Qualities and Skills***

- Strong written & oral communication skills in English.
- Have high levels of enthusiasm, energy, resilience and determination.
- Be hard-working, flexible and committed to the ethos of NLCS Dubai.
- Demonstrate good skills in pastoral care, organisation and time management.
- Be able to use their initiative at all times, and think on their feet.
- Ability to show good cultural understanding.
- Able to use ICT as a tool for themselves and pupils.

#### ***Responsibilities of the Post***

- Provide support and encourage individuals, or groups of students in class to perform set tasks to the best of their ability, as directed by the class teacher or specialist teacher.
- Support individual students or small groups with a pre-determined lesson framework provided by teaching staff.
- Provide feedback to students in relation to their progress and achievement, under the guidance of the class teacher.
- To promote and provide support for teaching and personalized learning.
- Promote effective strategies for the acquisition of increasing levels of competence in spoken and written English.
- To support students to become independent, co-operative and collaborative learners.
- Establish productive working relationships with students, acting as the role model and setting high expectations.
- Identify and remove barriers to students' learning.
- Support the learning and emotional well-being of all students in their care.
- To check that any homework given is clearly noted in the students' diary.
- Ensure students have appropriate resources to complete the homework.
- Contribute to assessing students' progress and support them in reviewing their own learning.
- Support parents by providing constructive feedback on students' progress and achievement, when appropriate.
- Contribute to the overall ethos/work/ aims of the school.

- To discuss all matters that may arise concerning the educational and pastoral well-being of a child or children with the teacher, who has ultimate responsibility.
- Maintain discipline when working with students, and around the school generally, in accordance with the school policy on behaviour.
- Contribute to the overall aims and targets of the school, appreciate and support the roles of other members of staff and attend relevant meetings as required.
- Maintain and respect confidentiality.
- To assist with or run extra-curricular activities.
- To attend staff meetings and INSET days.
- To set a good example in terms of dress, punctuality and attendance.
- Comply with NLCS Dubai policies and procedures relating to safeguarding, health and safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person.
- Act in accordance with relevant legislation in the UAE and Dubai, as well as UK guidelines, particularly with regards to educational provision, health and safety initiatives and safeguarding and ensure that all students and staff maintain these standards.

## **JOB DESCRIPTION**

### **TEACHING ASSISTANT**

#### **North London Collegiate School Dubai**

The role of the **Teaching Assistant** is to provide support to students and staff in the Early Years & Primary Phases of the School. The Teaching Assistant will support the teachers in enhancing the effective involvement of students in their academic and social development.

#### ***Responsibilities of the Post***

- Provide support and encourage individuals, or groups of students, to perform set tasks to the best of their ability, as directed by the class teacher or specialist teacher
- Provide feedback to students in relation to their progress and achievement, under the guidance of the class teacher
- Provide feedback to teachers on the progress, outcomes and achievements made by students
- Collaborate with the teaching staff for the planning and evaluation of appropriate learning activities for groups of students or individual students
- Apply agreed strategies to promote students' self-esteem, self-confidence and independence
- Assist in the supervision of students during the working day, including before or after school, in the playground during playtime and lunchtimes and accompany school trips and other out of school activities with the teacher as required
- Develop and maintain supportive relationships with parents, carers and others of the student's community.
- Prepare the learning environment and resources under the direction of the class teacher.
- To discuss all matters that may arise concerning the educational and pastoral well-being of a child or children with the teacher, who has ultimate responsibility
- Keep records and provide feedback to teaching staff on students' behaviour and progress.
- Maintain discipline when working with students and around the school generally, in accordance with the school policy on behaviour.
- Contribute to the overall aims and targets of the school, appreciate and support the roles of other members of staff and attend relevant meetings as required.
- Keep the teachers and the SLT informed of any parental wishes and enquiries concerning students and the school.
- Maintain and respect confidentiality.
- To assist with or run an after-school club.
- To attend staff meetings and INSET days.
- To set a good example in terms of dress, punctuality and attendance.
- Comply with NLCS Dubai policies and procedures relating to safeguarding, health and safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person.
- Act in accordance with relevant legislation in the UAE and Dubai, as well as UK guidelines, particularly with regards to educational provision, health and safety initiatives and safeguarding and ensure that all students and staff maintain these standards.

*As with all posts, the Principal will reserve the right to vary the precise responsibilities should needs change and opportunities arise.*