



## THE BRITISH SCHOOL JOB DESCRIPTION

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| <b>Job Title: Assistant Teacher</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Department: Primary</b> |
| <b>Reports to: Head of Year</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                            |
| <p><b>Role:</b><br/>Assistant Teachers are additional supporting adults who work alongside teachers in the classroom and beyond, helping students and teachers to make better progress and to raise students' standard of achievement. The Assistant Teacher should have the capability to develop into a fully competent teacher</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                            |
| <p><b>Key Accountabilities</b></p> <p><b>Supporting the students:</b></p> <ul style="list-style-type: none"> <li>• supporting all students with whom they come into contact;</li> <li>• working with individual students to provide extra or further support; and</li> <li>• working with groups of students in their role as Assistant Teacher.</li> </ul> <p><b>Supporting the teacher:</b></p> <ul style="list-style-type: none"> <li>• supporting group work and whole-class work;</li> <li>• assessing students' performance in all areas of learning; and</li> <li>• performing routine tasks, for example, planning lessons, marking work and preparing materials.</li> </ul> <p><b>Supporting the curriculum:</b></p> <ul style="list-style-type: none"> <li>• Organisation of learning around all areas of the curriculum.</li> <li>• supporting individual students, groups or the class, while the teacher works with a group of students;</li> <li>• support in Information and Communications Technology (ICT);</li> <li>• taking groups in specific areas or levels within a subject; and</li> <li>• supporting specialist teachers during their lessons.</li> </ul> <p><b>Supporting the school:</b><br/>As part of the school team, Assistant Teacher can make a significant impact on the general management of the school by helping with:</p> <ul style="list-style-type: none"> <li>• first aid;</li> <li>• reprographics;</li> <li>• parental involvement;</li> <li>• management of resources;</li> <li>• supervision of students out of class;</li> <li>• developing students' social skills; inclusion;</li> <li>• supporting students with extra physical, learning or language needs;</li> <li>• child care and protection; and</li> <li>• extra-curricular activities and visits and</li> <li>• Supporting areas of strategic development beyond the classroom.</li> </ul> |                            |

**Professional values and behavior**

- Appreciate the diversity of TBS cultures and be sensitive to the needs and perceptions of the international community
- Grow and develop professionally with The British School context
- Show professionalism at all times with all stakeholder groups
- Put the needs of students first
- Understand and work to implement the school's mission and values
- Maintain high ethical standards and display integrity at all times.
- This Job Description does not define all duties and responsibilities of the position and the school may assign other tasks from time to time to help operationalise the role.
- The school may review and modify or amend the Job Description as needed after discussion with the position holder.

**Experience**

Fresher or 2 years of teaching experience with an international school.

**Qualification/skills**

- B Ed. Or B El Ed. qualified teacher with ability to engage students across ability ranges

**Personal Attributes**

- Excellent written and spoken English.
- Behaviour management skills.
- Passion for teaching.
- Ability to work in a team.
- Willingness to take on added responsibilities.

**Competencies:**

Will follow teaching competencies

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*The school may review and modify or amend the Job Description as needed after discussion with the position holder.*

**Safeguarding Information**

*The British School and all its personnel are committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo comprehensive child protection screening including but not limited to checks with past employers.*

Job Holder's Signature:

Date: