



The British School of Bahrain Teaching Assistant Job Description

Post	Teaching Assistant
Responsible to	Assistant Head
Duties	To enhance the learning of pupils and to support the teaching staff in enabling the pupils to gain independence and participate fully in the curriculum and general life of the school

Duties and responsibilities

Support for pupils:

- To assist pupils to become better learners
- To support pupils to overcome barriers to learning so they are able to work independently and in the company of other pupils

Support for the teacher(s):

- To develop a mutually supportive relationship with the teaching staff to help pupils access the curriculum by differentiating instructions and resources

Support for the curriculum:

- To support the delivery of the enhanced curriculum offered by the school

Support for the School:

- To work as part of a flexible and supportive team to further the ethos of the school
- To undertake the relevant training to enhance personal development and use the knowledge to benefit the school and its pupils
- To attend Staff, Key Stage and TA meetings to develop and disseminate good practice.

Routine tasks:

- Support pupils during lessons as directed by the class teacher
- Supervise and teach individual, pairs or groups of children as required by the class teacher or line manager
- Be aware of the teacher's weekly planning and be ready to assist with lesson preparation by preparing resources (Note. Preparation of LE resources required by the TA will take priority).
- Display pupils' work as requested and remove when necessary
- Assist with the supervision of snack and lunch times
- Supervise pupils in the communal areas to ensure a high standard of behaviour is maintained.
- Carry out allocated playground, lunchtime and after-school duties as agreed

- Assist in transporting the children from their classroom to the specialist teacher's classroom.
- Provide duty-cover for absent colleagues when requested to do so by a line manager
- Reward and sanction children in accordance with the school's 'Positive Behaviour' policy to ensure the school's high standards of behaviour and discipline are maintained.
- Mark pupils' work when requested by a class teacher using clear answer schemes e.g. mental arithmetic tests or spelling tests
- Act as a role model for pupils
- Collect notices and money – collate and send to office when required
- To promote the school positively at all times
- To work with fellow colleagues in a spirit of mutual cooperation to maintain and enhance a pleasant professional working environment
- Refer comments, questions and complaints from parents directly to the class teacher.
- Be available for regular, weekly meetings with the class teacher

To undertake any other reasonable task as instructed by the Headteacher, Learning Enrichment Co-ordinator or any other line manager

Accountability

Supporting the Headteacher and Leadership Team in accounting for the efficiency and effectiveness of the school to all relevant stakeholders on a day to day basis

Signatures

This job description is current at the date below but will be reviewed on an annual basis (or as the need arises) and, following consultation with you may be changed to reflect or anticipate changes in the job requirement which are commensurate with the job title.

Signed _____
(Teacher)

Signed _____
(Headteacher)

Date _____

Date _____