

Job Description of Primary School Assistant Teacher

The role of a Teacher Assistant (TA) contributes to the successful implementation and development of the programme. They report to the Class Level Leader/Early Years Coordinator and the PYP Coordinator (PYPC), and are accountable to the Primary Leadership Team (PLT).

They work with class level/s and homeroom teachers (HRTs) specified by the Primary Leadership Team (PLT) to ensure a high-quality teaching and learning environment by

- Developing and maintaining positive relationships with colleagues and students;
- Collaborating with teachers to monitor the development of each student;
- Contributing to the development of unit and lesson plans;
- Assisting with day-to-day classroom activities, including structured lessons and centre-based engagements;
- Understanding the class routines and daily functioning of the class;
- Working with individual students or small groups with guidance from the homeroom teacher/s and providing constructive feedback;
- Using appropriate language that fosters a positive and safe learning environment;
- Supervising students during morning registration, breaks, lunch and co-curricular activities;
- Assisting with supervision duties during the school day, field trips and school events;
- Actively contributing to weekly class-level & full-faculty meetings;
- Participating in professional learning sessions including, but not limited to, review, reflection and development of unit plans, overviews and the programme of inquiry;
- Keeping homeroom teachers and CLL/s informed of student concerns;
- Supporting the required documentation process in an organised manner;
- Cataloguing and maintaining classroom resources along with HRTs;
- Ensuring classroom environments are safe and well maintained;
- Collaborating to identify and support team goals;
- Adhering to all school-wide policies and systems;
- Keeping up to date with best practices for primary school education;
- Suggesting possible changes/recommendations for improvement;

Specific/ Other Duties and Responsibilities:

- *Perform other duties as assigned by HRT, CLL/Early Years Coordinator and the PLT*