



## Job Description

“Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.”

<b>Position Title</b>	<b>Teacher Assistant</b>	<b>Date:</b> May 2016
<b>Function/Department</b>	<b>Early Years Centre</b>	<b>Location:</b> AIS
<b>Manager Title</b>	<b>Head of EYC</b>	<b>RRF Number:</b>
<b>Position Type</b>	Fixed Term	<b>Commencement Date:</b>

## Position Objective

- To support the classroom teacher in the delivery of quality teaching and learning to all students.
- To support the Mission Vision and Values of AIS

## Responsibilities

- Maintain classroom organization and procedures including supervision of children as indicated by teacher;
- Provide administrative support to the classroom teacher in preparation of activities and maintenance of classroom stationery;
- Be actively involved in the children’s learning
- Ensure classroom is clean and tidy following activities and ensure all resources are appropriately organized;
- Supervise and interact with students in classroom, during outdoor play and in activities, ensuring students are at all times in a safe and nurturing learning environment;
- Reinforce positive attitudes and behaviour (refer to AIS Welfare Policy and Guidelines);
- Communicate with parents as required in a professional and competent manner;
- Refer parents to teacher with specific enquiries regarding education, welfare, social and emotional development, student interactions and concerns;
- Understand and work in accordance with the school policies and procedures as outlined in the HR Handbook
- Attend Professional Development where applicable;
- Adhere to AIS dress standards;
- Model Sun Safety Policy;
- In conjunction with Classroom Teachers, ensure that hygiene standards are maintained and appropriate supportive action is taken with student toileting concerns;
- Be responsible for the movement of children throughout the school including before and after school

## Position Requirements

- Have a passion for working with young children
- A positive attitude and sense of humour
- Excellent communication skills at all levels
- Patience in dealing with students and parents
- Nurturing manner and ability to show compassion and care with small children
- Basic IT skills



# Australian International School

## Qualifications

Desirable/Preferable

- A recognised qualification in the field of Early Childhood
- 2 years experience in working with small children (aged 2-5) in a school or day care environment
- International experience highly regarded
- Excellent written and spoken English skills

## Contacts

- Students, teachers, parents.

## Working Conditions

- Indoor and outdoor work supervising student play and learning
- Some lifting may be required
- Flexible approach to interactions with students - sitting on the floor, on small chairs, playing outdoors, supervising water play

## Terms of Employment

**Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed. Appointment is subject to an enhanced Disclosure and Barring Service (DBS) check for regulated activity (if the candidate has lived in the UK) and/or criminal/police or equivalent background checks for all other countries inhabited (irrespective of whether you worked in those countries).**

- 8am to 4pm Mondays to Fridays, unless otherwise advised
- Group Medical Insurance
- Paid School Holidays – some holiday work may be required prior to the commencement of each term
- Paid Sick Leave
- 10% school fee discounts where applicable

## DISCLAIMER

This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. I have reviewed this job description and hereby acknowledge my understanding of my duties. I hereby acknowledge receipt of a true copy of this document. I have reviewed this position description and the evaluation process with my supervisor and hereby acknowledge my understanding of my duties, reporting system, chain of supervision, evaluation system. I hereby acknowledge receipt of a true copy of this document.