



Australian International School

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.”

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|----------------------------|--|---------------------------|
| Position Title | Teacher Assistant | Date: May 2016 |
| Function/Department | Upper Elementary School | Location: AIS |
| Manager Title | Assistant Head of Upper Elementary – Teaching & Learning | RRF Number: |
| Position Type | Fixed Term | Commencement Date: |

Position Objective

- To support the classroom teacher in delivery of quality teaching and learning to all students through administrative support, maintenance of classroom organisation and procedures, emotional support to students, communicating with teachers and parents and adhering to school’s policies and procedures

Responsibilities

- Work with individuals or small groups of children in areas such as Reading (decoding and comprehension skills), Spelling (revision of words and testing), Maths (small group work), Computer based activities (e.g. Mathletics)
- Monitor students when teacher is working with a small group or support individual students requiring assistance during independent activities
- Organise shared staff resources, ensuring resources are tidy, as required
- Ensure overall tidiness and organisation of all storage facilities
- Organise and distribute stationery; ensure sufficient basic supplies e.g. stationery, art and craft materials, are available and easily accessible
- Unpack and store new materials and equipment
- Prepare art and craft materials including filling and cleaning paint pots and brushes, as requested
- Mend books and resources where necessary
- Assist in the preparation and creation of classroom teaching aids e.g. games, workcards, flashcards etc.
- Assist with classroom displays – update and change displays in classrooms and Pod areas, create signs for displays,
- Sort and distribute Lost Property, as requested
- Photocopy and laminate materials as required
- Set out and clear away equipment for classroom use, as requested
- Assist with ICT requirements e.g. downloading and printing digital photographs, etc.
- Assist with the preparation of student Learning Journals and filing of student work
- Collate student reports for class as required
- Attend assemblies and assist with supervision as required
- Undertake designated roles at Carnivals, Special Events and Excursions as required
- Be involved in school functions, meetings, events and professional development days as required, both within and out of school hours; seek additional opportunities for PD as you feel is relevant to your role
- Undertake regular Playground supervision as per the Duty roster, ensuring that expectations are being consistently reinforced



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- Attend Staff Meetings as required
- Attend to any other school-related duties as directed by Class teacher or Head of Year, Assistant Heads of Sub-school, Head or Assistant Head of Elementary, or the Principal.

Position Requirements

- Work co-operatively with class teachers and other Assistants, proactively sharing skills and strengths and seeking assistance from others when required
- Maintain open communication between yourself and classroom teachers, and between yourself and other Assistants

Qualifications

- Experience working with children or in a school setting would be an advantage
- Minimum Year 12, a degree qualification would be an advantage

Contacts

- Classroom Teachers, Specialist Teachers, administrative staff, Assistant Heads of Year

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).

- Paid Annual Leave during prescribed school holidays
- Teachers' Assistants will be required to commence duty the same day as all Heads of Year in order to organise resources prior to the term commencement
- Paid sick and hospitalisation leave
- Local medical insurance (provided the applicant is not covered by spouse).
- Probation period - 3 months from date of commencement
- Please reference HR Handbook for detailed information in relation to terms of employment.



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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.

Employee

First Name:

Last Name:

Signature:

Date:

Manager/ Supervisor

First Name:

Last Name:

Signature:

Date: