



Job Description Form

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.

Position Title	Elementary Teacher Assistant	Reference: July 2019
Function/Department	Elementary School	Location: AIS
Manager Title	Head of Elementary	
Position Type	Permanent	
Position Status	Full Time	

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

- Support teaching and learning through working with students in small groups and individually developing skills in Language and Mathematics;
- Undertake a variety of administrative duties including maintaining attendance records, managing class routines, collection and organisation of money for excursions and school activities, oversee afternoon dismissal arrangements;
- Provide administrative support to the classroom in preparation of activities and maintenance of classroom stationery;
- Ensure all resources are appropriately organised for effective teaching and learning;
- Reinforce positive attitudes and behaviour (refer to AIS Welfare Policy and Guidelines);
- Supervise students in classroom and in the playground, ensuring students are at all times in a safe, nurturing environment;
- Instigate preventative measures to minimise accidents in the classroom and other areas within the Elementary School;
- Communicate with parents as required in professional and competent manner;
- Refer parents to teacher regarding specific enquiries regarding education, health, development, students, families, parents and complaints;
- Work co-operatively with class teacher and other Assistants, maintaining open communication;
- Understand and work in accordance with the school policies and procedures as outlined in the HR Handbook and on the SharePortal;
- Engage in Professional Learning, including the development of a Professional Learning Plan as well as attendance at workshops as required;
- In conjunction with Classroom Teachers, ensure that hygiene standards are maintained and appropriate supportive action is taken with student toileting concerns;
- Assist in bus duty and any other duties specified by Classroom Teacher or Head of Elementary

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with who, s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all time. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he



Job Description Form

must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third-party services.

Position Requirements

- Excellent communication skills at all levels
- Patience in dealing with students and parents
- Sound organisational and time management skills
- Nurturing manner and ability to show compassion and care with small children
- Classroom organisation abilities including moving of books, toys, administrative aids and furniture as required according to teaching needs
- Ability to create classroom and corridor displays including climbing of ladders to arrange ceiling-height displays and hang artwork
- Ability to physically interact with up to 25 students during floor time, in specialist lessons such as PE, Gross Motor exercises and Art.

Qualifications

- Experience in working with children in a school or nursery school environment
- A minimum High School graduation certificate
- Excellent written and spoken English skills
- Further qualifications in teaching would be an advantage

Contacts

- Student, Parents, Teachers

Working Conditions

- Mondays to Fridays, 8.00am to 4.00pm
- Indoor and outdoor school environment
- Supervision of students' play and learning
- Some lifting may be required
- Flexible approach to interaction with students

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).

- Full time role
- Paid Annual Leave during prescribed school holidays
- Paid sick and hospitalisation leave
- Other benefits depending on terms of employment