

Job Description

Job Title	Teaching Assistant
Department	Junior school
Responsible to	Teacher

Job Context

The aim of the British School is to provide a secure, happy learning environment in which children receive quality teaching and learning. In order to accomplish this the teachers (especially in the Foundation stage and years 1 & 2) get assistance in the delivery of learning activities.

Job Purpose

The Teaching Assistant supports teaching and learning, and assists the teacher(s) in the delivery of the school's curriculum (including the foundation stage curriculum) and in the fostering of the children's personal, social and independence skills.

MAIN RESPONSIBILITIES

Assisting the Teacher(s)

- Assist the teacher(s) in charge with the planning and execution of learning activities.
- Perform - under responsibility of the teacher(s) - educational tasks.
- Establish a good and workable relationship with the children.
- Support and look after small groups of children.
- Help set up and maintain a safe and conducive learning environment.
- Help supervise children in the classroom and other designated areas.
- Promote and safeguard the welfare of the children.
- Assist the teacher(s) in charge with the monitoring and evaluating of the development of children.
- Help to deal with emergencies and unusual incidents.
- Have clear lines of communication with the responsible teacher(s).
- Attend and contribute to meetings regarding the children.
- Provide regular feedback to the teacher(s) of the progress of the children.

Other

- Participate in the provision of extra curricular activities.
- Carry out other duties as timetabled or when necessary (for example lunch and playground duties).

Personal Responsibilities

- Maintain an appropriate awareness of, and work effectively within the policies and procedures of the BSN including dress code, punctuality and attendance.
- Operate safely within the workplace and maintain a high standard of practice.
- Manage the behaviour of students to produce an effective learning environment whilst promoting the general well-being of children.
- Behave professionally at all times and maintain confidentiality of information.
- Attend BSN and other school meetings as and when required.
- Maintain a record of professional development and commit to professional development in line with career, role and school.
- Such other duties that the Head Teacher and or the Principal may reasonably and from time to time require

Contacts

Internal

- Teachers
- Learning support assistants

External

- Parents

Qualifications and Experience

Qualified in or training towards Level 2 in childcare, or recognized equivalent

CACHE 2, First Aider

Experience of working with young children.

Experience in working with children with SEN and EAL and of working in an international school environment.

Knowledge of the UK Curriculum.

Basic knowledge and experience of use of ICT in an educational context.

Ability to work on own initiative

Ability to work in a calm & patient manner

Ability to control a group

Adaptability

Ability to build positive working relationships with a range of colleagues

Good general communication skills

A clear communicator in English

Ability to control a group

Creative skills

Creative skills

Languages in addition to English

Willingness to participate in the life of the school

Awareness of the international community in The Netherlands

This job description is subject to review and amendment by the Principal in the light of changing needs of the BSN and to provide appropriate development opportunities

The job holder can be asked to carry all other duties the BSN may reasonably direct to ensure flexible and efficient working practice.