

# TEACHER ASSISTANT JOB DESCRIPTION

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## DUTIES OF THE EMPLOYEE

**To hold this position, the Teacher's Assistant will be required to:**

### ***School Curriculum under direction of Teacher:***

- prepare in advance all material needed according to Teacher requirements (utilizing instructions in the "Cahier de classe")
- assist in the preparation of the school day and school events
- help prepare lessons and teaching materials as instructed by Teacher and/or Mrs Myers (Headmistress)
- participate in teaching activities under the Teacher's direction
- assist the Teacher in the observations and assessment of children in their care
- assist the Teacher in identifying any special needs or any child-protection issue
- assist the Teacher in implementing the Curriculum and organising class activities
- assist the Teacher in the supervision and safety of children at all times

***The duties of the Teacher-Assistant are complementary to those of the Teacher. Teacher Assistants are essential in maintaining the children's physical and emotional well-being.***

### ***Children's Care:***

- assist in ensuring the physical and emotional well-being of children
- assist in ensuring children's appropriate behaviour at all times
- adapt his/her approach to the age and the stage of development of children in his/her care in order to cater for their specific needs
- as directed, speak French or English to children in his/her care
- show respect for teaching materials and instruct children in their proper use
- ensure safety of children both inside and outside school during outings
- prepare snacks and drinks for children, wash plates & cutlery and clean sink after use
- organise and supervise rest periods
- help children dress and undress, put on shoes and slippers, so that they become independent

- undertake nappy changing routine
- help children use the toilet and observe basic hygiene necessities
- clean and wash young children as often as necessary
- respond to needs of very young children

### ***Hygiene & Environment:***

- keep the class environment tidy, safe, attractive and stimulating to children
- prepare material needed for daily activities
- tidy up material & equipment when activities are finished
- respect Hygiene, Health & Safety regulations in classroom at all times
- after each activity and at the end of each school day:
  - sweep the floor, moping any spillage
  - clean tables & chairs
  - keep toilets and nappy changing areas clean throughout the day

### ***Working with Parents:***

- be aware of confidentiality and the necessity of being discrete in all communications
- direct all queries from parents to the teacher
- assist in dealing with parents' requests and enquiries and provide feedback to teacher

### ***Working with the School Administration Department:***

- read and understand all policies and procedures of the school
- attend staff meetings when required by teachers and/or school management
- keep the Administration Department informed of all damaged materials and/or equipment and of anything which might potentially be or become detrimental to children's safety
- inform the Administration Department immediately if a problem or concern arises regarding working conditions or relationships with his/her colleagues

***These duties may be modified by the school in order to bring them in accordance with developments in teaching requirements***

# TEACHER ASSISTANT SPECIFICATION

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***To accomplish his or her job to satisfaction, the Teacher- Assistant will be required to:***

- hold a NVQ3 qualification in child care
- have good communication skills
- demonstrate sound educational skills and authority
- show an ability to lead and inspire children
- demonstrate team spirit in working with his/her colleagues
- adapt his or her teaching knowledge to the requirement of his/her duties
- observe appropriate dress code
- be punctual
- be accountable to the Teacher and the Management and Headmistress of the school