

TEACHER ASSISTANT JOB DESCRIPTION

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

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

- 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