

## **Job Description: Esol Education Fairgreen International School Learning Support Teacher Assistant**

*Please note that this job description is intended to be an accurate reflection of the job requirements. Management reserves the right to modify, add or remove duties and to assign duties on a day to day basis as necessary.*

### **General Purpose**

The Learning Support (LS) Teacher Assistant (TA) will be enabled to work in collaboration with classroom teachers so that students of determination are successfully included in the classroom environment alongside their peers. This includes involving the LS TA in assessment processes, record keeping, lesson-planning, and resource development. The LS TA is responsible to the Leader of Provision for Students of Determination/Head of Inclusion for carrying out the following duties:

### **Main Tasks and Responsibilities**

- Planning with the teacher and teaching activities that support the ethos and curriculum of Fairgreen International School, to individuals and groups of children under teacher guidance.
- Contribute to the education of students in inclusive schools and classrooms by implementing small-group and individual instruction.
- Engage in class wide monitoring of student learning (example; independent or small group work) identified and planned by teachers and the Inclusion Support Team.
- Prepare learning materials for use by students under the direction of the teacher.
- Collect formative assessment data on student performance and progress, based on systems designed by teacher or the Inclusion Support Team.
- Assist students who require personal care supports (example; eating, using the bathroom, dressing).
- Facilitate peer interactions based on guidance from the teacher and Inclusion Support Team. Invite students to help each other and, as required, also engage in non-instructional tasks (Example: group supervision such as the cafeteria, in the playground, bus boarding, field trips) identified by the teachers and the Inclusion Support Team.
- Apply best practices and strategies learned through professional development courses, in service training or workshops.

- Assistance of the teacher with daily routines, e.g. organization of homework folders, diaries and reading books, preparation of classroom materials and resources, photocopying, reinforcing classroom and school rules.
- Promotion of children's interpersonal skills.
- Reporting to the teacher of any student incidents and/or behavioural issues.
- Support of the teacher in developing a good rapport with parents as partners in each student's education, by referring parents to the teacher concerning any academic or behavioural issue and passing on messages and information.
- Active participation in professional development under the guidance of the Inclusion Team, and whole school needs.
- Attending staff and departmental meetings.
- Attending after-school parent meetings as and when required.
- Exhibiting awareness of the school's child protection policy and procedures and overall school health and safety policy at all times.
- Carrying out any other reasonable duties as required by the Leader of Provision for Students of Determination and the School Director.
- Developing familiarity and awareness of all school policies and procedures.

*November 2020*