



## **San Silvestre School**

### **Position Description - Teaching Assistant - Primary School**

***Start Date: February 2022***

The Teaching Assistant provides support to the teacher and through this to students and to the learning of the curriculum, as well as supporting student wellbeing.

The role is in the Primary Section of the School (Grades 2-5/ages 7-11)

**Accountable to:** Head of Primary

**Line Manager:** Classroom or Specialist Teacher

**Other Key Internal Relationships:** Primary Senior Leadership Team (SLT), Learning Support Coordinator

### **Roles and Responsibilities**

#### **General Duties**

Ensure that classroom organisation and administration procedures and tasks are effectively and efficiently carried out under the direction of the teacher.

Support the implementation of learning programs within the classroom as directed by the Teacher.

Keep the teacher adequately informed about student progress; issues within the class; parent communication and feedback; concerns about a student's development; or any other issue that will help the Teacher to effectively carry out his/her role.

Assume the role of the teacher when required by the SLT, including providing short notice cover.

Participate in activities within the school's Extension Experiences programme

Attend regular professional development opportunities as directed by the SLT.

Provide supervision duties as directed by the SLT

### **Supporting Learning in the Classroom**

Supervise and assist groups of students/individual students in activities set by the teacher.

Lead the whole class according to planning, enabling the teacher to concentrate on students requiring the direct input of the teacher.

Observe student learning and provide feedback to the teacher.

Support the teacher in the implementation of behaviour management strategies.

### **Planning, Preparation and Assessment /Administration Support**

Plan and review the curriculum and the learning program with the teacher.

Regularly discuss student progress with the teacher.

Prepare materials ready for a lesson including worksheets, books and equipment.

Monitor and collate evidence of student progress.

### **Relationships**

Ensure a positive, open and professional relationship with the teacher(s), other colleagues and the Senior Leadership Team of the Section.

Develop positive and appropriate relationships with the students that allow for care and affection as well as effective behaviour guidance and management.

Maintain and develop positive relationships with the parent community, ensuring that all parents' questions or concerns are resolved or passed on to the teacher.

Attend meetings as directed by the teacher(s) or SLT.

Discuss any proposed parent communication with the teacher(s).

### **Record Keeping**

Ensure that adequate records are kept and where necessary, effectively use specific programmes to do so.

Ensure that recorded information is available for the teacher(s) in relation to administration tasks, student progress or the learning programme.

### **Technology**

Maintain an understanding of educational technology and ensure the effective use of specific programmes in the preparation of resources for teaching and learning.

Support the delivery of hybrid learning where required, as directed by the teacher.

### **Essential Knowledge and Competencies Required**

#### ***Proficiency in written and spoken English and Spanish***

Ability to understand and willingness to be committed to the philosophy and ethos of San Silvestre School.

Ability to effectively manage one's own time.

Capacity to work unsupervised and use initiative.

Effective interpersonal and communication skills.

Some knowledge of effective behaviour management strategies.

Ability to work with specific forms of technology and software used in the fulfillment of the Teaching Assistant role.

Ability to support teaching and learning during periods of Online Learning.

### **Essential Experience**

Experience in the care or education of students of Primary age.

### **Desirable Experience**

Qualified teacher status/degree in education

Recent experience as a Teaching Assistant

Experience using Google G-Suite for Education.

Experience with Online/Hybrid Learning

### **Other Relevant Information**

*The duties and responsibilities of this post may vary from time to time according to the changing demands of the school. This job description may be reviewed at the reasonable discretion of the Headmistress in the light of those changing requirements and in consultation with the post holder.*

*The Headmistress/Head of Section reserves the right to review and amend the job description.*

*San Silvestre School is totally committed to safeguarding the welfare of children and young people and expects the same from its employees. All new staff will be subject to enhanced pre-employment clearance including identity checks, criminal background checks, qualification checks and employment checks to include an exploration of any gaps in employment.*

***Three professional references will be sought, at least ONE of which must be from your present employer.***

**Please send your CV and letter of application in ENGLISH to [applications@sansilvestre.edu.pe](mailto:applications@sansilvestre.edu.pe) indicating *Primary Teaching Assistant* in the subject line.**

*The deadline for application is Monday 6th December.*

*We reserve the right to appoint before the deadline.*

*Dated: 18.11.21*