

Teaching Assistant Job Description

Purpose

Teaching Assistants work closely with teachers to assist in delivering an effective curriculum and learning experiences that provides differentiation, language assistance, and enrichment.

Teachers and TAs work effectively as a team with a shared understanding of their respective roles in achieving learning objectives. Teacher decisions regarding the use of TAs are driven by student needs and may change regularly, depending on these needs.

TAs work with a range of students within the class and supplement and extend the work of teachers rather than replace them. Support for specific individuals or groups is structured to help students access classroom teaching.

Specific Duties

- Work with teachers in differentiating instruction, such as working with small groups and emphasising the use of questioning and thinking skills when working with students
- Attend and contribute positively to planning meetings as appropriate
- Translate for:
 - Students who are transitioning into English
 - Teachers in order to communicate with students, parents, and other work-related individuals who speak Arabic or French instead of English
 - Parents so that they are able to communicate with school staff
- Support the use of English by speaking English with students
- Assist in classroom set-up, including furniture, bulletin boards, displays, technology, and other arrangements including teaching material
- Serve at duty stations as assigned
- Perform other assigned tasks such as:
 - Supervision of school bus loading and unloading, as required
 - Photocopying, completion of forms, and retrieval of teaching supplies
 - Helping younger students with washing and use of the toilet
 - Supervision in the playground or other locations as assigned
 - Escorting students to the doctor or other locations in the school

- Ensure that all students in a class are treated equally and with respect
- Work in a positive and collaborative manner
- Supervise students on field trips
- Respect confidentiality, including:
 - Academic and medical information regarding students
 - Information regarding staff

- Provide all relevant documentation for professional evaluation and appraisal protocols
- Participate in all professional development
- Ensure that all school policies and procedures are followed
- Other duties as required

Reporting Line

Primary Teaching Assistants report to the Head of Primary.

Qualifications

Teaching Assistants must have the following qualifications:

- Bachelor's Degree
- C1 English or higher
- Fluent in Arabic
- Education qualifications from the Egyptian Ministry of Education

Preferred:

- Previous teaching or teaching assistant experience
- Knowledge of French