St. Michael's International School KOBE, JAPAN

JOB DESCRIPTION - Teaching and Learning Assistant

St. Michael's International, a British School in the Anglican tradition, provides a quality primary education within a positive culture of excellence and a caring family community.

RESPONSIBLE TO: The Head of School, Deputy Head of School, Class teacher

JOB PURPOSE:

- To support teaching and learning across school.
- To support students welfare and pastoral care.

Specific Responsibilities: The Role of the Teaching Assistant is divided into five areas:

Standard 1: Professional Attributes contributing to the School as a whole:

- Support and promote school policies and school values
- Be a professional role model for colleagues and students
- Develop and maintain positive, professional working relationships with colleagues
- Provide effective, collaborative support for colleagues
- Be flexible and adaptable as required
- Liaise effectively but professionally with parents
- Promote a positive image of SMIS both within and outside school
- Review and develop your own professional practice

Standard 2: Professional Knowledge contributing to the school as a whole

- Actively seek and engage with professional development
- Understand the key factors that affect children's learning and progress
- Have sufficient knowledge and understanding of the subject/units being taught to support the progress of students
- Understand the objectives, content and intended outcomes for the learning activities you are involved in.
- Know how to use ICT effectively to support professional duties

Standard 3: Supporting the overall learning process

- Assist in preparing and maintaining a positive learning environment
- Contribute to planning and evaluation of lessons and units of work
- Observe and report on pupil performance
- Identify gaps in learning which hinder pupil progress
- Provide feedback to the teacher on pupil behaviour, attitude, changes in social groups etc...
- Contribute to maintaining the record keeping system
- Prepare, maintain and organise school and class resources

Standard 4: Supporting learning through targeted intervention

- Confident to deliver pre-planned one-off or series of lessons to individuals or small groups under the guidance of other professionals
- Support pupil's access to the curriculum through restructuring and rephrasing the teacher's instruction
- Use appropriate questioning techniques to extend and support learning or clear up misconceptions
- Provide for or direct students to select the most suitable scaffolds or support materials to enhance learning

- Model and explain appropriate language and vocabulary
- Use positive language, encouragement and specific praise where relevant

Standard 5: Supporting the pastoral development of pupils:

- Help with the care and support of all pupils within the school
- Support pupils in developing positive relations with others
- Contribute to pupil development of self reliance and self esteem
- Promote pupil's social and emotional development
- Support new students in adjusting to the SMIS setting
- Promote effective communication amongst peers and with adults
- Promote independence rather than over reliance on adult help
- Ensure pupils are maintaining school expectations supported through school values
- Uphold safeguarding and child protection procedures within school

Other Duties and Responsibilities:

Any other reasonable duties/responsibilities that the Head of School may from time to time ask the post holder to perform.

St. Michael's International School is committed to safeguarding and promoting the welfare of children, young people and adults.