



## Job Description - Secondary Teaching Assistant

<b>LOCATION</b>	Dover Court International School
<b>JOB PURPOSE</b>	Supporting Teaching and Learning
<b>REPORTING TO</b>	Secondary SENCO or Heads of Subject Departments
<b>DIRECT REPORTS</b>	None
<b>OTHER KEY RELATIONSHIP</b>	Teachers, Parents, Students, Exams Officer, HLTAs

KEY RESULT AREA	MEASUREMENT OF PERFORMANCE
<b>Engagement and Interaction – School Ambassador to Internal Community</b>	
<ul style="list-style-type: none"> <li>▪ Has an awareness of school Safeguarding policy and understands reporting procedure.</li> <li>▪ Follow all the guidance laid out in our Code of Conduct, Child Safeguarding Policy and related policies.</li> <li>▪ Awareness of possible dangers and immediately act appropriately on them.</li> <li>▪ Carefully observe students and actively participate during break duties.</li> <li>▪ Able to follow guidelines during emergency procedures.</li> <li>▪ Maintain confidentiality within school.</li> </ul>	<ul style="list-style-type: none"> <li>▪ All students feel safe and protected, both in school and out in the community.</li> <li>▪ Safeguarding and Health &amp; Safety concerns are reported accurately and in a timely manner.</li> </ul>
<b>Learning and Teaching</b>	
<ul style="list-style-type: none"> <li>▪ Support teaching and learning inside and outside the classroom.</li> <li>▪ Assist class teacher in assessment and record keeping as directed.</li> <li>▪ Be involved with school trips and extra-curricular activities.</li> <li>▪ Foster positive relationships with parents and the wider community.</li> <li>▪ Work with small groups, extending their learning based on individual targets and formative assessment as directed by teacher.</li> </ul>	<ul style="list-style-type: none"> <li>▪ All students access learning opportunities which meet their needs at a level most appropriate for them.</li> <li>▪ Children access a range of learning opportunities which offer a diverse educational experience and maximise every learning opportunity</li> <li>▪ Teachers are supported to deliver Quality First Teaching</li> </ul>
<b>Planning and Preparation</b>	
<ul style="list-style-type: none"> <li>▪ Undertake routine tasks as required</li> <li>▪ Supervisory duties as required.</li> <li>▪ Assist in the display of pupils work and production/maintenance of resources (as directed by class teacher).</li> <li>▪ Assist teachers with preparation of class materials to support the individual needs of specific learners</li> <li>▪ Ensure the teachers have all the resources required for teaching</li> </ul>	<ul style="list-style-type: none"> <li>▪ Resources are prepared and used effectively to support teaching and learning</li> </ul>



<b>Professional and Personal Development</b>	
<ul style="list-style-type: none"> <li>▪ Maintain professional standards especially in dress, punctuality and attendance.</li> <li>▪ Continual development through the identification and implementation of your annual performance management review targets.</li> <li>▪ Be able to identify sources of support.</li> <li>▪ Set achievable goals and priorities based on self-review.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Improved performance</li> <li>▪ Performance appraisal</li> <li>▪ Self-initiated further training through Nord Anglia University</li> </ul>
<b>PERSONAL SPECIFICATIONS – Skills Knowledge and Experience</b>	
<ul style="list-style-type: none"> <li>▪ Good standard of spoken and written English</li> <li>▪ Experience of working with children in different settings</li> <li>▪ Ability to communicate clearly with students, parents and colleagues</li> <li>▪ Ability to work effectively as part of a team</li> <li>▪ Good ICT Skills</li> <li>▪ High levels of personal integrity and confidentiality</li> <li>▪ Excellent organisational and time-management skills</li> <li>▪ Attention to detail</li> <li>▪ Ability to work under pressure and remain calm</li> <li>▪ Willingness to take on multiple tasks</li> <li>▪ Proactive and able to prompt others to ensure deadlines are achieved</li> <li>▪ Self-motivated and enthusiastic</li> <li>▪ Ability to work independently</li> <li>▪ Continually strive for improvement</li> <li>▪ Adaptability</li> </ul>	Essential
<ul style="list-style-type: none"> <li>▪ Recognised qualification in Maths and English (or be prepared to work towards)</li> <li>▪ Knowledge of the English National Curriculum</li> <li>▪ Knowledge of Child Protection and Safeguarding procedures</li> </ul>	Desirable
<b>Personal Attributes</b>	
<ul style="list-style-type: none"> <li>▪ High levels of personal integrity</li> <li>▪ Conscientious and able to focus on completing work to a consistently high standard</li> <li>▪ Flexible and positive approach to work</li> <li>▪ Excellent organisational and time-management skills; high attention to detail</li> <li>▪ Ability to work to tight deadlines and able to prompt others to ensure deadlines are achieved</li> <li>▪ Adaptable to working in a fast paced ever changing environment</li> <li>▪ Ability to work under pressure and remain calm</li> <li>▪ Proactive and willingness to take on multiple tasks</li> <li>▪ Self-motivated and enthusiastic</li> <li>▪ Ability to work independently</li> <li>▪ Must be a team player, willing to help and be flexible</li> <li>▪ Continually strive for improvement</li> </ul>	
<b>Other</b>	
<ul style="list-style-type: none"> <li>▪ Compliance with visa requirements for working in Singapore.</li> <li>▪ Be able to work under local appointment (Singaporean Passport holder, Permanent Resident, existing Dependants Pass holder)</li> </ul>	

- A commitment to safeguarding and promoting the welfare of all pupils. And the willingness to undertake appropriate child protection training when required

## PHILOSOPHY AND VALUES

### **We are ambitious for our students, our people and our family of schools. We believe that:**

- There is no limit to what every person can achieve.
- Creativity and challenge help us get better every day.
- Learning should be personalised.
- Unique global opportunities enhance the learning experience.

### **The NAE Commitment**

At Nord Anglia Education, we work every day to inspire our schools, our students and our employees to be the best they can be, and we are ambitious for them all to achieve more than they thought possible in their personal, social and academic endeavours. Within our family of schools, this aspiration is underpinned by a commitment to always act with **respect, integrity, openness, courage and ambition**. These qualities are the foundation of how we approach our work and roles within NAE and are shared by everyone in our global family.

### **Promote and embodies *The CORE 7 Leadership Capabilities:***

- **Accountable** – Establishes a high performing culture and accepts accountability for organisational performance.
- **Strategic** – Leads opportunity and is committed to continuous improvement aligned with the organisational vision and direction
- **Collaborative** – Works collaboratively with others to achieve organisational outcomes
- **Entrepreneurial** – Creates organisational value for diverse stakeholders and achieves commercial success
- **Enabling** – Drives excellence through valuing and developing others
- **Agile** – Achieves personal and organisational success within a changing, dynamic and complex environment
- **Resilient** – Demonstrates personal resilience within a demanding environment of high expectation.

- Role-model the 'Be Ambitious' philosophy each day
- Feedback as a valued member of the team and the wider organisation