Job Description

Reviewed by HETH 16/8/2019

Primary Teaching Assistant

School: Primary

Allowance Group: N/A

Teaching Allocation: N/A

Reports to: Class Teacher, Assistant Leaders of Learning

Role and Position in the Organisation

In Foundation Stage and Key Stage 1 and Year 3 the Teaching Assistant reports directly to the class teacher/s they have been assigned to or in Key Stage 2 the Assistant Leader of Learning. The Teaching Assistant in other areas reports to the Leader of Learning.

Main Responsibility: The Teaching Assistant plays an important role in assisting the school to achieve its Guiding Statements. The Teaching Assistant works closely with teachers helping and supporting the learning process inside and outside the classroom.

Specifically, the Primary Teaching Assistant

- works with students to support the learning process;
- prepares for and assists with materials, resources and teacher initiated displays to enhance the learning process.

The skills and attributes may include:

- a reasonable level of ICT and technological proficiency;
- good communication skills, and a personable manner;
- good time management, plus the initiative to prioritise tasks;
- a high level of professionalism and discretion within school and the wider community;
- administrative and organisational abilities which may include budgeting, resourcing and stock control;
- the ability to work well as part of a team, and to work in close collaboration with the line manager;
- practical skills which add something to the creativity and attractiveness of the year group;
- an interest in students’ development and a willingness to develop their skills when helping students to learn, in school and during day trips and Residential Visits.
Responsibilities, by area

Goal I: We focus on continually improving learning

Strategic Area 1 - Learning and Teaching - The Primary Teaching Assistant will:

- adhere to the School’s Professional Standards for Teaching Assistants;
- guide and encourage students with tasks they have been set by the teacher;
- work with groups of students under the direction of the class teacher and Leader of Learning and Welfare;
- assist in maintaining and developing the academic standards set by the school;
- support positive learning and the behavioural ethos of the school;
- be aware of and involved in the curriculum planning process as appropriate and to attend necessary planning meetings;
- be able to assist and work alongside the students on the computer.

Strategic Area 2 – Professional - The Primary Teaching Assistant will:

- be open to professional development opportunities and attend Continued Professional Learning (CPL), offered by the school;
- build good relationships with staff and to work cooperatively in team situations;
- attend and participate in relevant team meetings;
- maintain a high standard of professional appearance and follow the dress code;
- attend all compulsory Continuing Professional Learnings (CPL) sessions linked to student safeguarding, First Aid, English as an Additional Language (EAL) and Learning Support (LS).

Strategic Area 3 - Communication and Culture - The Primary Teaching Assistant will:

- support and play an active role in the celebration of International Day, festivals and special times (e.g. Book week);
- adhere to high standards of confidentiality;
- under the direction of the teacher assist in communication with parents;
- ensure exemplary standards of behaviour and personal responsibility.

Goal II: We align our structures, policies and practices to support learning

Strategic Area 1 - Policy and Planning - The Primary Teaching Assistant will:

- be aware of and involved in the curriculum planning process and to attend necessary planning meetings;
- work in line with the school’s Guiding Statements, policies and curriculum programmes;
• understand and adhere to the Student Safeguarding Policy, the Code of Conduct and methods for reporting a concern.

**Strategic Area 2 – Finance and Resources - The Primary Teaching Assistant will:**

**Strategic Area 3 – Admissions - The Primary Teaching Assistant will:**

• support new students so they adjust to their new environment quickly, efficiently and positively.

**Strategic Area 4 – Health and Safety - The Primary Teaching Assistant will:**

• care for the safety and well-being of students during lunch and play times;
• escort students to the school nurse when the need arises;
• keep a watching brief on health and safety matters and to be proactive in reporting to the class teacher or Leader of Learning and Welfare perceived risks;
• keep an up-to-date First aid/water safety qualification.
• Safeguard students against all foreseen risks.

**Strategic Area 5 – Facilities – The Primary Teaching Assistant will:**

• use facilities appropriately and report any maintenance issues to the class teacher or Leader of Learning and Welfare.

These duties will be developed into short and longer-term targets in consultation with the post-holder.

**Additional information**

Working Hours 7:15 – 14:45 on four days and until 15:30 on one afternoon. The late day may vary depending on the needs of the year group. 70% of time should be spent supporting students with their learning.

All assistants should try to be at school by 07:15; those doing an early morning duty must be here for 07:15. The Leader of Learning and Welfare and Leader of Learning and Curriculum will be sympathetic to those people who arrive by school bus or are detained by traffic but may ask staff to make up time when necessary.

Primary Teaching Assistants will attend meetings or be involved in preparation until 15:30 on one evening. At times a degree of flexibility may be required in response to year group or department needs.
Bangkok Patana School

Mission

Our mission is to ensure that students of different nationalities grow to their full potential as independent learners in a caring British international community.

Vision

We develop global citizens who shape their world through independence, empathy, creativity, and critical thinking.

Values

<table>
<thead>
<tr>
<th>Well-being</th>
<th>Learning</th>
<th>Global Citizenship</th>
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<tbody>
<tr>
<td>Protected, safe and secure</td>
<td>Rigorous</td>
<td>Committed to integrity</td>
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<td>Motivated and engaged</td>
<td>Inquisitive and creative</td>
<td>Active volunteers</td>
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<td>Responsible and honest</td>
<td>Collaborative and confident</td>
<td>Diverse and inclusive</td>
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<td>Kind and compassionate</td>
<td>communicators Critical,</td>
<td>Ethical and informed</td>
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<td>Balanced and fulfilled</td>
<td>reflective thinkers</td>
<td>Empowered by our interculturalism</td>
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<td>Passionate, resourceful and</td>
<td>Inspired to improve global</td>
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<td>and local communities</td>
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Student safeguarding

Bangkok Patana School is committed to safeguarding and promoting the welfare of its students and expects all staff to share the same commitment.