



Dubai
English
Speaking
Schools

Job Description and Person Specification

Job Title: Learning and Teaching Assistant

Reports to: Line Manger and SLT

Direct Reports: Not Applicable

Collaborates with: All Departments

OBJECTIVE OF THE ROLE

Facilitate the development of children in all aspects of their social, emotional and academic learning; support effective participation of children and maintain high expectations; enable pupils to become independent, confident learners, in-line with the school vision; ensure the safety and welfare of all children while at school.

MAIN RESPONSIBILITIES

- Maintain and promote expected standards of pupil behaviour, in line with school policy.
- Read and follow all school policies relevant to your role.
- Prepare learning resources and help to develop learning environments.
- Be actively involved in lessons, contributing to content to ensure objectives and outcomes are achieved as directed by the teacher.
- Assist all pupils, including those with SEND (specific educational needs and disabilities) promoting inclusion for all.
- Work unsupervised with children, helping to ensure that pupils achieve learning outcomes as set by teachers.
- Support the teacher to administer external, internal, formative and summative assessments, including recording observations during lessons.
- Attend weekly year group and whole school staff meetings / training as required by your line manager/SLT.

- Provide feedback to children regarding their work (verbal and written) as directed by the teacher.
- Be proactive with identifying learning opportunities and respond effectively.
- Deliver intervention and provision to groups or individuals based on the assessment of pupils' needs and under direction from a teacher.
- In conjunction with the teacher liaise with parents regarding events from the school day.
- Undertake break time supervision duties as directed by SLT.
- Undertake whole class supervision in a temporary, short-term absence of the class teacher.
- Support the school by participating in external and internal events.
- Engage in appraisal meetings and processes and take responsibility for your own professional development, including setting annual professional development targets and evidencing this as directed by your line manager.
- Dress in accordance with Ministry expectations for Islamic teachers and Teaching Assistants.

PERSON SPECIFICATION

- Maintains confidentiality and professionalism at all times with regard to pupil information and school matters.
- Builds positive, trusting relationships with children, staff and parents.
- Collaborates well with others and works effectively as part of a team.
- Be supportive of others.
- Excel in interpersonal skills and thrive on building effective partnerships with all stakeholders.
- Champions inclusive education, ready to meet the diverse needs of every child.

This list is not exhaustive and is designed to provide a framework for areas of development the successful candidate will have responsibility for within the School.