



Dubai
English
Speaking
Schools

Job Description and Person Specification

Job Title: Learning and Teaching Assistant

Reports to: Line Manager 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.

PERSON SPECIFICATION

- Educated to a minimum of Secondary School completion (GCSE/ A Level/ equivalent).
- CACHE Level 3 Qualification is preferred.
- 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.