Australian International School

Job Description

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

Position Title	Teacher Assistant	Reference: January 2024
Function/Department	Early Years	Location: AIS
Manager Title	Head of Early Years	
Position Type	Permanent	
Position Status	Full Time	

Position Objective

- To support the classroom teacher in the delivery of quality teaching and learning to all students through administrative support, maintenance of classroom organisation and procedures, emotional support to students, communicating with teachers and parents and adhering to school's policies and procedures

Specific Responsibilities

- Maintain classroom organization and procedures (including supervision and rest time) as indicated by teacher;
- Provide administrative support to the classroom teacher in preparation of activities and maintenance of classroom stationery;
- Ensure classroom is clean and tidy following activities and ensure all resources are appropriately organized;
- Supervise and interact with students in classroom, during outdoor play and in activities, ensuring students are at all times in a safe and nurturing learning environment;
- Instigate preventative measures to minimise accidents in the classroom and other areas within the Early years;
- Reinforce positive attitudes and behaviour (refer to AIS Welfare Policy and Guidelines);
- Communicate with parents as required in a professional and competent manner;
- Refer parents to teacher with specific enquiries regarding education, welfare, social and emotional development, student interactions and concerns;
- Communicate effectively with parents, teacher and other early years stakeholders regarding any concerns, changes to child's routine, parental requests or AIS procedure changes;
- Understand and work in accordance with the school policies and procedures as outlined in the HR Handbook and on the VLE;
- Attend Professional Development where applicable;
- Adhere to AIS dress standards – no denim, sensible shoes, clothes suitable for sitting on the floor, bending to children's level and modest attire;
- Model Sun Safety Policy;
- In conjunction with Classroom Teachers, ensure that hygiene standards are maintained and appropriate supportive action is taken with student toileting concerns;
- Assist in bus duty and any other duties specified by Classroom Teacher or Head/Assistant Head of Early Years

It is the job holder's responsibility to promote and safeguard the welfare of children and young person's for whom they are responsible, or with whom they come into contact with and compliance with the relevant Cognita Safeguarding Child Protection Policy and Procedures should be adhered to at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, they must report any concerns to the School's Designated Safeguarding Lead or to the Head or indeed to the

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Cognita Regional Safeguarding Manager so that a referral can be made accordingly to the relevant third party services.

Position Requirements

- Excellent communication skills at all levels
- Patience in dealing with students and parents
- Sound organisational and time management skills
- Nurturing manner and ability to show compassion and care with small children
- Minimal IT skills

Qualifications & Skills

- A minimum Diploma in Early Childhood or similar
- A minimum of 2 years experience in working with small children (aged 2-5) in a school or day care environment
- International experience highly regarded
- Excellent written and spoken English skills
- Further qualifications in Early Childhood would be an advantage.

Contacts

- Students, teachers, parents.

Working Conditions

- Indoor and outdoor work supervising student play and learning
- Some lifting may be required
- Flexible approach to interactions with students - sitting on the floor, on small chairs, playing outdoors, supervising water play
- Working Hours: 8:00 am – 4:00 pm, or as required Monday to Friday

Terms of Employment

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed. Appointment is subject to an enhanced Disclosure and Barring Service (DBS) check for regulated activity (if the candidate has lived in the UK) and/or criminal/police or equivalent background checks for all other countries inhabited (irrespective of whether you worked in those countries).

- Paid Annual Leave during prescribed school holidays
- Paid sick and hospitalisation leave
- Medical Benefits: Group Medical Insurance
- Medical & Hospitalisation Leave: 60 days hospitalisation leave including 14 days medical leave
- Other benefits subject to conditions of employment
- Probation Period: 1 term
- Reference Check: Required
- Background check: Required

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