

Job Advert - full time TA

Job title: Teaching Assistant

Age range: Primary

Employed by: NCBIS - to support the vision, positive ethos and policies of the school

Responsible to: Head of Primary

Qualifications: Degree, relevant experience, proficiency in English in speaking, understanding and writing

Experience: Experience of working with children within an educational environment.

For August 2021, New Cairo British International School (NCBIS) is looking to recruit an outstanding full-time candidate.

NCBIS is the leading British international, not-for-profit school in Egypt and is an authorised IB World School with more than 60 nationalities represented among 700 students aged 3-18. The student population is made up of 65% expatriate and 35% Egyptians who must have dual nationality. NCBIS is renowned for the excellence of its educational programmes, which includes a strong CAS element across the school, and a welcoming learning environment.

In the Primary School, we have taken the UK National Curriculum for England and sequenced it into a series of subject-specific, comprehensive Scope & Sequence documents, which we teach through the National Curriculum for England. The school is an accredited member of COBIS, CIS and BSME.

We are located in New Cairo, a quiet and tranquil part of Cairo. The small class sizes (max class size is 22) contribute to our sense of family and enable us to give all our students the attention they require. Our parents are committed partners and play a vital role in creating this enriching cultural environment.

To find out more about the school, please visit our website at <http://www.ncbis.co.uk/>

To apply please send your CV (including photo) together with an Application Letter to:

headofprimary@ncbis.co.uk

The closing date for applications is Thursday 27th February 2020. The school reserves the right to appoint earlier if an exceptional candidate applies for the post, so early applications are strongly encouraged.

We look forward to hearing from you.

The NCBIS Team

Job Title:	Level 1 Teaching Assistant, Primary Department
Employed by:	NCBIS to support the vision, positive ethos and policies of the school
Responsible to:	Head of Primary, working under the direction of the class teacher on a day to day basis.
Qualifications:	Degree
Summary:	The post holder will assist in meeting the personal, social and curriculum needs of pupils and to establish positive relationships with pupils.
Working hours:	To be in school by 7.30am until 3.30pm (4.00pm on Monday for staff meetings) and 3.00pm (Thursday). To attend relevant staff meetings and other professional school-related activities, including those out of working hours, as required or directed by the Head of Primary.

The teaching assistant at NCBIS is part of the primary team, working alongside a class teacher, the teaching assistant team, a Phase HLTA and the academic and pastoral leadership teams.

NCBIS works in partnership with parents and the school community and the teaching assistant is a key link within this community.

NCBIS is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. NCBIS is aligned with the recommendations of the International Task Force on Child Protection, we hold ourselves to a high standard of effective recruiting practices with specific attention to child protection. In accordance with UK Safeguarding Children and Safer Recruitment in Education legislation. Full police clearance, covering at least the previous 8 years, is necessary for all appointees for all countries lived in over this period of time.

KEY DUTIES OF THE ROLE:

Support for the Teacher

1. Assisting with the display of pupils' work and the preparation of the classroom and equipment as directed for lessons and clear up afterwards.
2. Organisation and preparation of classroom resources in accordance with lesson plans and assist pupils in their use.
3. Maintenance of pupil records as necessary and gather/report information from/to parents/carers as directed.
4. Promote good pupil behaviour, dealing with incidents in line with established policy and support the teacher in managing pupil behaviour, reporting difficulties as appropriate.

Support for the Pupils

1. Provide support for pupils, including those with special educational/health needs, ensuring their safety and access to learning. Promote self- esteem and encourage pupils to act independently as appropriate.

2. Undertake structured and agreed learning activities, recording achievement and progress and feeding back to the teacher.
3. Promote the inclusion and acceptance of all pupils.
4. Attend to pupil's personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
5. Establish good relationships with pupils, acting as a role model and being aware of and responding to individual needs.
6. Assist the teacher to supervise and support pupils ensuring their safety and access to learning.
7. Encourage pupils to interact and engage in activities led by the teacher.

Support for the Curriculum

1. Support pupils to understand instructions from the teacher.
2. Support pupils in respect of local and national learning strategies e.g. literacy, numeracy, foundation stage etc. as directed by the teacher.
3. Support pupils in using basic ICT as directed.

General Tasks

1. Provide clerical/administration support e.g. photocopying, typing, filing, collecting money, contacting parents etc.
2. Be aware of and comply with policies and procedures relating to Child Protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
3. Contribute to the overall ethos/work/aims of the school.
4. Attend relevant meetings as required and participate in training and other learning activities and performance development as required.
5. Assist with the supervision of pupils during lesson times, including before and after school and at lunchtimes where appropriate.
6. Accompany teaching staff and pupils on trips and visits and other school activities as required.
7. To undertake other duties from time to time as the class teachers and Head of Primary require.

LEVEL 1 TEACHING ASSISTANT person specification		Desirable	Essential
Qualifications			
	<ul style="list-style-type: none"> Educated to degree level. Holds CACHE Level 2 Award - (or equivalent qualification). Holds IELTS – minimum overall score of 5.5 (writing 5). 	<p>✓</p> <p>✓</p>	<p>✓</p>
Experience			
	<ul style="list-style-type: none"> Experience working with children of relevant age in a recognised British school environment (or recognised equivalent). 	<p>✓</p>	
Professional Knowledge, Understanding and Skills			
	<ul style="list-style-type: none"> Appropriate knowledge of first aid. Ability to relate well to children and adults. Ability to work constructively as part of a team, understanding classroom roles and responsibilities. Good numeracy and literacy skills. Effective use of ICT and equipment/ technology to support learning. General understanding of national/foundation stage curriculum and other basic learning programmes/strategies. Basic understanding of child development and learning. 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p>

Reviewed: June 2021
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