

Position Description: Primary School Teaching Assistant

Stipend/Release: N/A

Reports to: Primary School Principal

Position Summary

The Teaching Assistant assists in the educational and social-emotional development of students under the direction and guidance of the learning advisor and the Primary Principal. The teaching assistant is in the classroom to assist with teaching and support student learning. The teaching assistant will assist the teacher in creating a safe and welcoming learning environment and help put together resources that will be needed for learning and teaching. Overall, the teaching assistant works in close collaboration with the teacher to ensure the best possible learning and teaching experience for all students.

Job Purpose

To provide educational and social-emotional support to students under the guidance of the learning advisor and Primary Principal, ensuring an inclusive, engaging, and supportive learning environment. The Teaching Assistant collaborates with teachers to enhance student learning outcomes, foster a positive classroom atmosphere, and assist with classroom management and resource preparation. Through dedicated support, the Teaching Assistant helps ensure the academic, social, and emotional growth of every student.

Duties and Essential Job Functions

The Teaching Assistant will be responsible for:

Learning and teaching:

- supporting students across the curriculum with academic and social-emotional learning
- working with small groups of students, focusing on the development of specific skills
- giving extra support to students with learning needs
- sharing observations and feedback in regards to student learning and behavior
- helping to develop resources that are needed for learning and teaching
- motivating and encouraging students
- assisting with marking and correcting student work
- putting up student work and maintaining up to date bulletin boards inside and outside the classroom



Planning:

- regularly meeting with learning advisor to discuss the weekly and daily lesson plans and learning objectives
- attending staff meetings
- supporting substitute teachers when learning advisor is absent or step into the role of the learning advisor and work together with a substitute teaching assistant

Others:

- helping with school events and activities
- welcoming students in the classroom or at the front gate
- helping with drop-off and pick-up duties
- taking on break duties
- assisting students with everyday needs (bathroom, nurse, etc.)
- helping with Extended Curricular activities
- helping with the dismissal process
- making sure the classroom and classroom resources are cleaned, organized and tidy
- participating in continuous professional development

Evaluation:

Teaching assistants will be involved in an annual teaching assistant growth plan which will involve self-evaluation as well as receiving feedback from the learning advisor and primary principal.

AIMS Believes:

- That each employee makes a significant contribution to our success.
- That contribution should not be limited to the assigned responsibilities.

Therefore, this position description is designed to outline primary duties and job scope, but not limit the employee or AISM to only the work identified. It is the expectation of the School that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organization.