



# DOHA ENGLISH SPEAKING SCHOOL

Learning Together • High Expectations • Celebrating Success

## Job Description

### Teaching Assistant

**Responsible to:** Classroom/Specialist Teacher → Phase Leader → Deputy Headteacher → Headteacher.

#### General

- To assist the Classroom Teacher/ Specialist Teacher with the education, supervision and welfare of all the children
- To work in other areas of the School, as needs require

#### Specific Responsibilities to Include

- To work with groups of children, on age /subject appropriate activities, under a teacher's supervision. For example:
  - hearing children read
  - talking with and listening to children and responding to what they say
  - assisting children with the meanings of words, spelling, handwriting, presentation
  - supervising and participating in the playing of educational games
  - giving feedback to teacher on observations of children
- To help the children in the attainment of planned learning objectives
- To support children by giving positive feedback on their work
- To develop a good relationship with each child
- To meet children's physical needs while encouraging independence, for example, changing for PE
- To accompany small groups of children to and from specialist lessons, and to stay and support the specialist teacher when required
- To promote a good working relationship with the class teachers
- To prepare, organise and return resources required for lessons
- To prepare classroom and materials



- To operate ICT and audio-visual equipment as required by the teacher e.g. small runs of photocopying, setting up the video, using the computers to make signs, labels etc.
- To assist the teacher in the preparation of displays, inside and outside the classroom
- To assist the teacher with administration work
- To direct all major concerns to the Year Group Leader
- To attend Staff Training days and meetings as required
- To accompany teachers and children on educational visits
- To do playground duties as requested

**You will also be expected to:**

- Observe, at all times, the need for confidentiality when dealing with information regarding the School
- Observe the need for discretion when dealing with other adults within the School
- Promote the good name of the School in the community

