



Title	Teacher Assistant - Life Centred Program	Category (cf Policy 5.101)	Teacher Assistance
Reports to:	Vice Principal	Department:	Secondary School
Job Holder		Start date:	1 August 2022

IST Foundational Documents

IST Mission

Challenging, inspiring and supporting all our students to fulfil their potential and improve the world

IST Vision

IST will be a global leader in the education of internationally-mobile young people.

All students, regardless of their starting point, will think critically, achieve academically and develop the wisdom to make good choices. They will show curiosity and creativity in addressing authentic problems, local and global.

They will pursue their varied passions with enthusiasm, developing resilience, perseverance, and confidence. Understanding the diversity of people and cultures, they will act kindly, fairly, and responsibly.

All members of the IST community will work together to fulfil this vision.

Statement of Values

All members of the IST community are:

- (a) Responsible - We act responsibly, positively and constructively towards ourselves and other people. We learn from our mistakes and accept the consequences of our actions.
- (b) Inquiring - We show curiosity, perseverance and open-mindedness in seeking to understand and solve problems. We persevere in the face of difficulties and we embrace the learning that comes through failure as well as the joy of success.
- (c) Compassionate - We empathise with others and act with care, kindness and courage. In our interactions, we behave with patience, generosity and integrity.
- (d) Balanced - We believe in a broad education for our students, seeing the value of participation in a varied curriculum.
- (e) Diverse - We treasure the diversity within the IST community, using the rich opportunities for deeper understanding that come from our differences.

IST Strategic Plan

Our Strategic Plan is in place to help our community align efforts to better reach our school's mission, vision and values. This plan is focused on three aims.

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1. Personalized Learning:

- (a) The written, taught and assessed curriculum is designed to meet the needs of all learners



- (b) Creation and implementation of the technology plan in order to ensure that future developments of media and information technology address the long-term needs of the school.
- (c) Professional learning opportunities are designed to have a positive on impact student learning.
- (d) Ensure IST is recognized globally as an exemplary IB World School.
- (e) Continued development of IST's inclusion programs to support personalized experiences for all learners.

2. **Engaged Community:**

- (a) Build and sustain a diverse, equitable and inclusive environment for all members of the school community.
- (b) Continued development of partnerships with local and global individuals, organizations and alumni to enhance student learning.
- (c) Develop and review processes and systems to enhance communication within the IST community

3. **Ensured Sustainability:**

- (a) Continued review and implementation of master site plan - with focus on inclusion and access as well as facilities to support innovative programs
- (b) Review procedures to retain and recruit employees who are aligned with our strategic plan.
- (c) Improve IST's ability to work more sustainably and align environmental frameworks to improve our educational experiences and operations.
- (d) Enhance processes for creating, auditing and reviewing IST policy and procedure documents.

Summary of the Role

Teacher Assistant provides support to a lead teacher in charge of a classroom. Teacher Assistants also reinforce lessons by tutoring individual students or small groups. Their duties include creating lesson plans, documenting progress, and overseeing lesson preparations

Preferred Qualifications and Experience

- (a) Experience: 4+ years' teaching assistant experience
- (b) Must have a Bachelor's Degree in Education preferably special needs
- (c) MYP/DP training/experience is desirable

Professional Competencies:

- (a) Excellent communication skills in spoken and written form
- (b) Sound decision making, solutions focused, knowledge of child protection and health and safety
- (c) Solid understanding of classroom activities and teaching best practice

Personal Attributes:

- (a) Collaborative team player, empathetic listener
- (b) Integrity and confidentiality
- (c) Keenness to progress their knowledge and skills through taking additional responsibilities and opportunities for development;
- (d) Flexibility, Creativity and Adaptability;
- (e) Ability to exercise patience and understanding to students with different learning needs;
- (f) A wholeheartedly committed to support students needs and those of the school wider community;

Responsibilities

The primary responsibilities for Teacher Assistant at Secondary School will be:



Areas of Responsibility

Whenever necessary and at the discretion of the classroom teacher, the responsibilities of the Teacher Assistant will include but not be limited to, the following:

- (a) Work with the lead teacher to monitor the class schedule.
- (b) Assist teachers with lesson preparation by getting materials ready and setting up equipment.
- (c) Revise lesson material with students individually or in small groups.
- (d) Ensure the classroom environment is safe and clean.
- (e) Oversee students during non-classroom times including in-between classes, during lunch, and on field excursions.
- (f) Collaborate with lead teachers to recognize issues students are facing and recommend solutions.
- (g) Document student progress and communicate with parents to keep them informed.
- (h) Help lead teachers to create lesson plans.
- (i) Comply with government and school regulations, and classroom agreements.
- (j) Attend all professional development sessions and meetings.
- (k) May be required to serve as an Advisor in Extended Homeroom classes.

Whenever necessary and at the discretion of the Secondary Vice Principal, the Teacher Assistant is accountable for:

- (a) Attendance at staff meetings and parent evenings
- (b) Supervision of students at break/after school in a safe and punctual manner

In order for the Teacher Assistant to meet these expectations, the Classroom Teacher is also held accountable for:

- (a) Communicating clearly, openly and honestly with Teacher Assistant
- (b) Meeting with the Teacher Assistant at the start of the year to discuss responsibilities and expectations for the year
- (c) Actively encouraging respectful interactions between the Teacher Assistant and all members of the community
- (d) Meet regularly with the TA to discuss plans, overviews and reflections of practice.

Perform other duties as assigned, including special projects as requested by the Vice Principal

Applications and enquiries should be directed to staffrecruitment@istafrika.com before close of business on Friday 5th August, 2022