

Job Description Assistant Teacher

Line Manager: PY Deputy Principal- Pastoral & Operations and PY Deputy Principal- Academic & Professional Development

Responsible to: Class Teachers

Overview:

This job description outlines the professional responsibilities and duties expected of the Assistant Teacher role. It should be read alongside individual contracts and reviewed annually. The description is not exhaustive and may be subject to change after consultation.

The Assistant Teacher will work closely with form teachers to support students' learning, both academically and pastorally, and contribute to the overall school environment. The position bridges the gap between Learning Assistant and Teacher, providing enhanced responsibilities and expectations.

While this role provides an opportunity for professional growth, it **does not guarantee** progression to a teaching position. Advancement will depend on performance, demonstrated competencies, and regular professional evaluations.

Key Responsibilities:

Supporting the student

- Provide both academic and pastoral support to students, ensuring their well-being and growth.
- Assist in small group instruction, interventions, and one-on-one sessions to reinforce and extend learning.
- Develop students' independent learning and organisational skills.
- Promote inclusion and support students with diverse needs, including language and learning challenges.

Supporting the class teacher

- Collaborate with teachers to plan and deliver lessons, ensuring differentiated instruction to meet diverse learning needs.
- Help monitor and assess students' progress, providing feedback and input for further planning.
- Assist with classroom management, organisation, and preparation of materials for lessons and activities.

Supporting the Curriculum

- Contribute to curriculum implementation, particularly in Numeracy, Literacy, and inquiry-based learning.
- Assist in the development and integration of engaging activities that align with the PYP framework.

- Support cross-curricular links by aiding students in making connections between subjects. Supporting the differentiation of teaching and learning within the classroom setting

Supporting the school

As part of the school team, PY Assistant Teachers can make a significant impact on the general management of the school by:

- Participating in school trips, events, and extracurricular activities to enhance student engagement.
- Supporting the school's values and initiatives by contributing to community-building activities and fostering a positive school culture.
- Handling minor pastoral and administrative duties, such as supervising students outside the classroom and helping with attendance tracking.

Professional Conduct

The staff member actively promotes and upholds the TISB vision and mission with integrity. As a positive role model and subject-area expert, the staff member builds strong relationships with colleagues, students, parents, and the wider school community, contributing meaningfully to the collaborative and inclusive culture of the school.

The staff member demonstrates professionalism through punctuality, ethical behaviour, respectful communication, adherence to school policies, and maintaining a professional appearance, including following the school's dress code.

Version History Table

S/No	Date	Version	Description of Change
1	Oct 2025	T1.0	Created