

**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 (Primary Leadership Team), working under the direction of the class teacher on a day-to-day basis.

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

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

New Cairo British International School (NCBIS) is looking to recruit an outstanding full-time candidate. The successful candidate should be willing and able to work in any year group in Primary, from Nursery to Year 6.

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.

In the Primary School, we teach a thematic curriculum that is based on the National Curriculum for England. The school is an accredited member of COBIS, CIS and BSME.

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

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.

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 800 students aged 3-18. The student population is made up of 60% expatriate and 40% 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.

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 Ms Shereen Fekry, PA to the Primary leadership team at: [primarypa@ncbis.co.uk](mailto:primarypa@ncbis.co.uk)

We look forward to hearing from you.

### KEY DUTIES OF THE ROLE:

<b>Support for the Pupils</b>	
1.	Encouraging pupils to engage in activities interact and work cooperatively with others.
2.	Undertake structured and agreed learning activities, recording achievement and progress and feeding back to the teacher.
3.	Supervise and provide particular support for pupils, including those with SEN, ensuring their safety and access to learning activities.
4.	Assist with the development and implementation of individual programmes.
5.	Establish constructive relationships with pupils and interact with them according to individual needs.
6.	Promote the inclusion and acceptance of all pupils.
7.	Set challenging and demanding expectations and promote self-esteem and independence.
8.	Provide feedback to pupils in relation to progress and achievements under guidance of the teacher.
<b>Support for the Curriculum</b>	
1.	Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs.
2.	Implement local and national learning strategies e.g. literacy, numeracy, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
3.	Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
4.	Help pupils to access learning activities through specialist support.
5.	Determine the need for, prepare and maintain general and specialist equipment and resources.
<b>Support for the Teacher</b>	
1.	To support with the teaching and learning of the NCBIS Primary Curriculum
2.	Assisting with the display of pupils' work and the preparation of the classroom and equipment as directed for lessons and clear up afterwards.

3.	Promote good pupil behaviour, dealing with incidents in line with established policy and support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
4.	Organisation and preparation of classroom resources in accordance with lesson plans and assist pupils in their use.
5.	Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
6.	Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against predetermined learning objectives.
7.	Provide objective and accurate feedback as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
8.	Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested.
9.	Undertake marking of pupils' work and accurately record achievement/progress.
10.	Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
11.	Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility, or as directed.
12.	Administer and assess routine tests and invigilate tests.
13.	Provide general clerical/administration, support e.g. photocopying, typing, filing, collecting money, produce work for agreed activities etc.
<b>General Tasks</b>	
1.	Be aware of and comply with policies and procedures relating to Child Protection, Safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
2.	Manage your time in school to achieve tasks set by teachers, the primary leadership team in a timely manner.
3.	Assist with the supervision of pupils during lesson times, including before and after school and at break and lunchtimes where appropriate.
4.	Contribute to the overall ethos/work/aims of the school.

5.	Attend and participate in relevant meetings as required including staff meetings, workshops, and team planning meetings, collaborative planning and performance development as required.
6.	To assist in meeting the physical care needs of students as required.
7.	To provide clerical/admin support including typing, filing, collecting money, etc.
8.	Accompany teaching staff and pupils on trips and visits and other school activities as required.
9.	To undertake other duties from time to time as the class teachers and Head of Primary/ Leadership Team require.

### Teaching Assistant person specification

	Desirable	Essential
<b>Qualifications</b>		
Educated to degree level.		✓
Holds NCFE Level 3 Award - Supporting Teaching and Learning (RQF) Qualification or an equivalent qualification.	✓	
Has passed the International English Language Testing System (IELTS) – minimum overall score of 5 or is prepared to complete and pass the test in 1st Year at NCBIS.		✓
Training in relevant strategies (e.g. Literacy, phonics).	✓	
<b>Experience</b>		
Minimum three years' experience working with children of relevant age in a recognised international school environment (or recognised equivalent).		✓
<b>Professional Knowledge, Understanding and Skills</b>		
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.		✓
Effective use of ICT and equipment/ technology to support learning.		✓
Understanding of relevant policies/codes of practice and awareness of relevant legislation.	✓	
General understanding of National/EYFS curriculum and other basic learning programmes/strategies.		✓
Basic understanding of child development and learning.		✓
Ability to self-evaluate learning needs and actively seek learning opportunities.	✓	