

Job Description

Teaching Assistant (Primary School)

Effective Date:	2025-26 (Revised Annually)
Job Level:	Single Status Local Hire Position
Responsible to:	Class Teacher for day to day guidance and instruction Year Leader for weekly guidance regarding operational role Deputy Heads of Primary for annual strategic role
Supervisory Responsibility:	N/A
Working Hours:	7.15 am to 2.15 pm, there is an expectation to attend team/school meetings, these will not exceed 20 hours per academic year (and should include an ECA commitment of 10 hours per year). In addition to this all employees should attend whole school staff meetings every term. You will not be paid extra for attending the meetings listed above as this time has been included in your remuneration.
Annual Leave:	Annual leave to be taken during school holidays. You are required to work 187 working days per year. (This includes the 7 INSET days)

Main purpose and key roles of the job

As a Teaching Assistant, you will play an important part of the British School Muscat staff team, upholding the values, ethos and reputation of the school, at all times. You will be a positive role model and demonstrate consistently the attitudes, values and behaviours, which are also expected of our students.

Working under the guidance of a class teacher(s) and/or Year Leader you will support the needs of all students, as well as help to create a happy, safe and stimulating environment within the classroom that you are working in.

An aspect of the role may also involve specific intervention and support for identified students to ensure barriers to learning are overcome and the children make progress in all areas of their development.

Teaching Assistants will be assigned to work in a specific Year Group or Key Stage within the Primary School. This may change year on year at the discretion of the school to meet the needs of students.

Inclusion and in class support

- To work with the class teacher/team by supporting the children (or those specifically requested by the Class Teacher for a particular lesson).
- To work with small groups or individuals under the direction of the class teacher or Year Leader.
- To be aware of the range of additional educational needs (for example physical, sensory, language, behavioural) within the year group and apply strategies for supporting individual students.
- To provide effective feedback to the students according to the school's feedback policy.

- To assist, under the direction of the class teacher, with individual assessment and record keeping of the students' progress.
- To help promote a strong partnership between home and school and pass on parental queries or concerns quickly to the class teacher.
- To prepare resources at the request of the class teacher or year leader.
- To help the class teacher with creating and maintaining an inspiring and supportive learning environment and keeping the classroom neat and tidy.
- To help to manage the resources used in the classroom, such as reading books, text books and English or maths equipment.
- Any other reasonable task required by the class teacher or member of the Leadership Team.

Behaviour and Safety

- To treat students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to this professional position.
- To complete all required Safeguarding training and to follow the school's Safeguarding Policy at all times.
- To take a shared responsibility for promoting the welfare of all students, ensuring equality of opportunity for all.
- To understand, implement and promote the school's Promoting Positive Relationships and Behaviour Policy and the BSM Learning Ethos.
- To actively promote the inclusion and acceptance of all students and to report any incidents of racism or bullying to the Primary Leadership Team.
- To celebrate students' achievements both in and out of school.
- To help ensure and maintain a safe learning environment for the students and staff.
- To promote good hygiene and healthy eating including ensuring that children are drinking sufficient water.

Supervision and Duties

- To, on occasion, undertake periodic whole-class supervision for short periods in the absence of the class teacher.
- To cover in the event of absent Teaching Assistant colleagues where supply cover cannot be arranged.
- To register and monitor the attendance of students if required by the class teacher.
- To take students to and from the playground and specialist lessons when directed.
- To assist students in specialist lessons where required.
- To assist with break, lunchtime and assembly supervision duties.
- To support students during external visits and trips.
- To attend after-school or out-of-school hours meetings and INSETs as required, in accordance with your contract.

Team Working and Collaboration

- To work collaboratively with other members of the Primary Team, developing effective professional relationships and sharing good practice across the team to ensure consistency of practice in line with school policy and procedures.
- To contribute to ongoing school improvement through active participation in staff and team meetings.
- To support the school vision in relation to providing the highest standard of teaching, learning and pastoral care.

Professional Development

- Where necessary, actively refine your approach and practice responding to advice and feedback from colleagues.
- To reflect on one's own and others' practice, through discussion and observation to develop a thorough understanding of effective teaching methods and how children learn.
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of Learning Talk or through discussions with your Year Leader.
- Participate fully in Learning Talk and take responsibility for your Professional Development.

Other

- To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality.
- To uphold the code of Professional Conduct in your contract, demonstrating integrity and confidentiality at all times with regard to students and colleagues and relating to school matters.
- Act in accordance with the professional duties and responsibilities outlined in the contract, staff handbook, job description and professional development targets.

Note

This job description reflects the present requirements of the post. As duties and responsibilities change and develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

BSM is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Appointments are subject to satisfactory references and DBS/Police Safeguarding clearance.

Signature of Post Holder: _____ Date: _____