

Job Description

Job Title
**TEACHING ASSISTANT
(Primary)**

Brief Job Description

Teaching Assistant supports the teachers in enabling the pupils to gain independence and participate fully in the curriculum and general life of the school:

- Support pupils during lessons as directed by the class teacher.
- Supervise and teach individual, pairs or groups of children as required by the class teacher or line manager.
- Be aware, in advance of the teacher's weekly planning.
- Contribute to the planning of lessons.
- Assist in lesson preparation.
- Provide feedback to the teacher regarding the performance of pupils the TA has been assigned to work with during a lesson.
- Supervise pupils in communal areas to ensure a high standard of behaviour is maintained.
- Assist with the supervision of snack times and carry out allocated playground, lunchtime and after-school duties as agreed.
- Organise - and have responsibility for - two Curriculum Option Lessons each term.
- Assist the teacher in displaying and removing pupils' work.
- Reward and sanction children in accordance with the school's 'Positive Behaviour' policy to ensure the school's high standards of behaviour and discipline are maintained.
- Collect notices, reply slips etc. Collate and send to office when required.
- To undertake any other reasonable task as instructed by the Senior TA or any line managers.

Report line

Official: Key Stage Leader, HoD

Job Requirements

- BA of Education or BA of English and teaching certificate
- Being creative, energetic and enthusiastic with primary pupils
- At least 3 years of experience.
- Experience of working in international school is a plus.

Contact Person

Ms. Hang – Email: hangbtt@renaissance.edu.vn; Phone: 028 3773 3171 – 141

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