Summer School Teaching Assistant
(Roles and Responsibilities)

Job title: Summer School Teaching Assistant
School: EMASI Nam Long
Line Manager: International Programme Director
Responsible to: International Programme Director

Job Purpose:
The Summer School Teaching Assistants support the Summer School teachers to enable them to effectively deliver the overall programme including, but not limited to teaching, participation in field trips and general administrative responsibilities as assigned by the teacher and / or International Programme Director.

Duties and responsibilities:
The main responsibilities of are Summer School, Teaching Assistant are to:

- Support pupils during lessons as directed by the class teacher.
- Be aware, in advance of the teacher's weekly planning.
- 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.
- Continue to implement Classroom Management for student behavior, as agreed with teacher, even during times the teacher is not present.
- Provide duty-cover for absent colleagues when requested to do so by a line manager.
- Provide, in the short-term, lesson-cover for absent colleagues when requested to do so by a line manager.
- Mark pupils' work when requested by a class teacher using clear answer schemes e.g. mental arithmetic tests or spelling tests.
- Act as a role model for pupils.
- Collect notices, reply slips etc. and collate and send to office when required.
- Work with fellow colleagues in a spirit of mutual cooperation to maintain and enhance a pleasant professional working environment.
- Refer comments, questions and complaints from parents directly to the class teacher.
- Be available for regular, weekly meetings with the class teacher to discuss planning, pupils and classroom/school issues.
- Undertake any other reasonable task as instructed by the teacher and/ or International Programme Director after due consultation.
Summer school hours are Monday-Friday from 7.30 am to 4.30 pm.