

School of Creative Science

Job Description

Position Title: Assistant Teacher

Team / Department:

Teaching Department

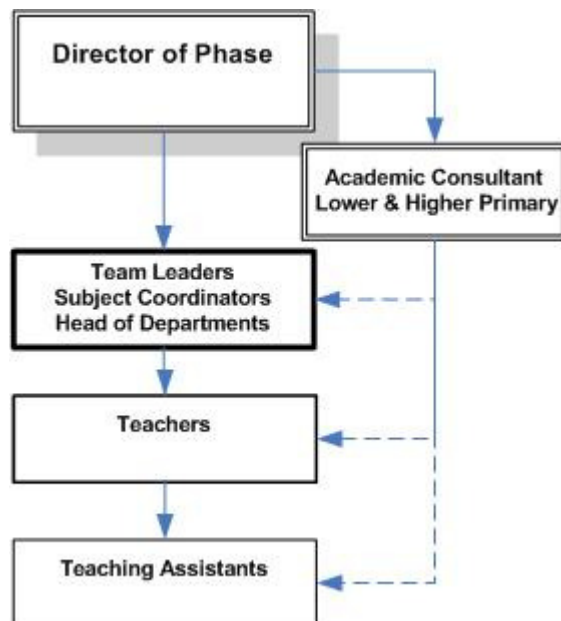
Location:

Sharjah Industrial Area

Purpose of the Role:

Facilitate the teaching and learning process as need and specified by classroom teachers

Working environment:



Working relationships:

- Teaching Department
- Classroom teachers

Member

Reports to

Capacity or Role:

To educate, nurture and inspire students to achieve their highest academic potential.

Responsibilities:

Teaching & Learning:

- Assist in the educational and social development of pupils under the direction and guidance of the classroom and teachers.
- Provide support for individual students inside and outside the classroom to enable them to fully participate in activities.
- Assist class teachers with maintaining student records.
- Supervise safety of students and support development of social skills while on playground during break time and lunch.
- Read weekly lesson plans provided by teacher and discuss with teacher if needed.
- Perform extra duties as outlined by the Directors and Team Leaders.

Administrative duties:

- Help teacher to prepare and present displays of students' work.
- Support class teachers in photocopying and other tasks in order to support teaching.
- Undertake other duties from time to time as required by the classroom teacher.

Key areas of involvement:

- Attend and participate in all grade level meetings (grades KG-3)
- Attend and participate in all staff meetings and staff development workshops provided at SCS.
- Support the aims and ethos of the school as reflected in the mission statement.
- Set a good example in terms of dress, punctuality and attendance.

Other: To undertake any other duties assigned by the Classroom Teacher or Director of Phase.