



WELLINGTON COLLEGE  
INTERNATIONAL  
SHANGHAI

## POSITION: Teaching Assistant (Lower Prep)

### Basic Information

<b>JOB TITLE</b>	Teaching Assistant (Lower Prep)	<b>DEPARTMENT</b>	Lower Prep
<b>SUPERVISOR</b>	Classroom Teacher/Head of Lower Prep		

### KEY RESPONSIBILITIES:

The post-holder will assist teaching staff as required during the school day. This may include taking the class, small groups within the classroom or offering one to one support under the guidance and supervision of staff members. To offer help to class teachers as required. This may involve working with children, supervising activities.

1. Have knowledge and understanding of the curriculum at a level, which will assist the effective teaching of basic skills.
2. Strive to become increasingly effective in developing children's language, reading, numeracy and other skills.
3. Assist in the educational and social development of students under the direction and guidance of the Class Teacher.
4. Provide support for individual students inside and outside the classroom to enable them to fully participate in activities.
5. Support clear expectations of children's behavior and assist in securing appropriate standards of discipline.
6. Play a key role in the safe supervision of students during class time, at breaks, lunchtimes, CCAs and movement around the school.
7. Help to create and maintain a purposeful, orderly and supportive environment for children to learn in.



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8. Prepare the classroom for lessons. In short, the teaching assistant is responsible for organizing all of the peripheral items that are essential to the smooth running of the lesson in order to ensure that when the class arrives, they can get on with learning as quickly as possible.
9. Tidying up and keeping the classroom in good order. Classrooms should be kept tidy to ensure an optimal teaching and learning environment so teachers and pupils can find items that they need when they need them. The general environment should be pleasant without the distraction of mess and disorder.
10. Be able to maintain children's interest and motivation.
11. Present learning tasks and curriculum content in a clear and stimulating manner.
12. Be able to work with children as a class, individually and in groups, and contribute to decisions about the most appropriate learning goals and teaching strategies.
13. Use a range of supporting techniques considering, in consultation with teachers, how best to deploy them.
14. Communicate clearly and effectively with children through questioning, instructing, explaining and feedback.
15. To regularly assess the pupils' work by means of formal and informal termly/half termly assessment.
16. To communicate with parents on a regular, informal, professional basis and to deal with day-to-day queries.
17. To keep records pertaining to the children taught, e.g. reading records and to ensure that these records are shared with colleagues and available for inspection by members of the Wellington College Prep School Senior Management Team.
18. To be involved in developing, implementing and monitoring subject policy and to assist in the necessary documentation pertaining to that subject where required.
19. To ensure that the children's work is displayed and presented to the very highest standard in the classroom and throughout the school following the display policy.
20. To participate where required in Staff Development and INSET and to attend staff meetings and briefings. Regularly engage in professional development opportunities and take pride in one's own learning.
21. To assist teachers with the resourcing of the subjects taught. Produce high-quality resources and materials to support students' learning.
22. To support the College Development Plan so far as it relates to the subjects taught and the continuing improvement of premises and accommodation.



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23. To assist and offer where required an activity or activities (CCAs) to enrich the College experience for the pupils. These activities to take place outside of the prescribed teaching hours as reasonably directed by the Headmaster and/or the Head of Prep School.