

## TEACHING ASSISTANT FOR THE ARTS (SS) – JOB DESCRIPTION

### SCOPE OF RESPONSIBILITIES

*Teaching Assistants are responsible for supporting the Arts teachers who they are assigned to work with to support teaching and learning. They should also assist the teacher in creating a physical and emotional environment for students that is safe, supportive, motivating and in all ways conducive to learning. Teaching Assistants should also give administrative support to the class teacher.*

**REPORTS TO:** Class Teacher

### PERFORMANCE RESPONSIBILITIES

#### Teaching and Learning

**Teaching Assistants under the direction and guidance of the SS Principal, Teacher and Support Services teachers (when appropriate) will:**

- Assist in the educational and social development of pupils
- Provide support for individual students inside and outside of the classroom to enable them to fully participate in learning experiences
- Whenever possible participate in planning sessions with teachers
- Assist class teachers in assessment procedures and maintaining student records
- Assist in the implementation of Individual Education Programmes for students and help monitor their progress
- Support students with emotional or behavioural problems and help develop their social skills
- Be prepared to substitute for a class teacher for a limited period of time (up to three days)
- Be prepared to substitute for a class teacher without additional pay for up to two periods in a day
- Assist in all areas of the annual school production, including but not limited to arranging props, costumes, rental of performance spaces, printing of tickets etc.
- Assist in tuning, repairing, maintaining musical instruments in the music room
- Assist teacher in preparing students for assemblies
- Assist teacher in setting up performance spaces and sound checks
- Assist teacher in preparing students for dramatic performances and art shows
- Manage prop store
- Keep inventory for both drama and music classrooms

## **Administrative Duties**

- With teacher guidance, prepare and present displays of students' work
- Support class teachers in photocopying, laminating and other tasks in order to support teaching
- Undertake two weekly play/lunch duties
- Monitor students at both snack and lunch times
- Attend meetings and professional development sessions as required.
- Undertake other duties from time to time as the required by the SS Principal

## **ACCOUNTABILITY**

Teaching Assistants are responsible to their supervising teacher for performance. Annual performance appraisals are conducted by the class teacher, in conjunction with the SS Principal.

The job holder is also expected to comply with the policies and procedures of The International School of Uganda as detailed in the Faculty Handbook.

## **RECRUITMENT CRITERIA - PREFERRED**

### **Education and Aptitude:**

- Teaching diploma or certificate
- Degree

### **Job related experience and knowledge:**

- Previous teaching experience
- Knowledge of how to play at least one musical instrument

### **Time required in job to reach effective performance:**

- Probation period – 3 months