

## Job Description

**Title:** Primary Student Support Teaching Assistant

**Grade of post:** Teaching Assistant Salary Scale Point 1-4

### Job purpose:

- This post is a partial, temporary replacement position due to a long-term member of staff absence.
- To work within Student Support (a service for students having special educational needs, including English as an Additional Language needs, which prevent them from accessing unaided the mainstream curriculum) under the guidance and management of the Student Support Coordinator and provide teaching and support for identified students
- To take responsibility for supervising students in the school
- To ensure the continual improvement of the quality of student learning in the school.

### Applicable contract terms and duties:

This job description follows a common format with other job descriptions in the International School of Toulouse and is a complement to the published IST guidelines, procedures and policy documents in vigour. It is written in line with French employment law (Code du Travail) and in accordance with the signed Contract of Employment. A member of staff may hold two or more posts simultaneously, for example teacher and Curriculum Leader, if this is the case each job description applies and they should be seen as complementary. All employees will be expected to carry out any other duties associated with their posts as are reasonably assigned by the Head of Primary, Head of Secondary or the Principal. The following list of responsibilities and tasks is neither hierarchical nor exhaustive.

### Key responsibilities and tasks:

Core behaviours:

- Demonstrate and encourage the values of the IST Mission Statement and the IST Core Values throughout the school
- Have a full knowledge of and adhere to IST policies, procedures, guidelines, codes and practices
- Be aware of any particular well-being or medical concerns relating to individual students and act accordingly
- Complete all tasks in a professional and appropriate manner
- Maintain student discipline and promote good behaviour throughout the school encouraging a spirit of mutual respect in line with school values, policies, procedures, guidelines, codes and practices
- Be aware of the needs and welfare of other colleagues and promote mutual respect amongst staff
- Use the various means of communication available in school responsibly and within the guidelines of the school

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- Always promote a positive public image of the school and be professional and discreet if meeting or communicating with parents and other agents outside the school setting or in a social context

Responsibilities specific to role (as directed by the Student Support Coordinator):

- Assist the Student Support Coordinator in their day to day role as required
- Support identified individual EAL/SEN students in classroom, small groups and on a 1:1 basis
- Prepare, plan and deliver specific tailored programmes with groups of identified EAL/SEN students both in and out of the normal classroom environment
- Ensure that students with any identified learning support needs receive the necessary support in order to access the curriculum effectively
- Ensure that EAL students receive the necessary support to improve their language skills in order to access the curriculum effectively
- Ensure the social and cultural integration and well-being of students with SEN/EAL
- Communicate effectively with the Student Support Coordinator, Class Teachers, Curriculum Leaders and other colleagues concerning the needs of students
- Work with the Student Support Coordinator, Teachers, Curriculum Leaders and other colleagues to develop and co-ordinate appropriate programmes and resources for students with identified needs
- Ensure that all relevant information and resources for Student Support are accessible to all relevant parties via the school systems in place
- Keep abreast of relevant developments relating to Student Support around the world and keep colleagues informed of any implications of potential developments
- Conduct the assessment of mathematics, reading and spelling under the guidance of the Student Support Coordinator, and make the data available to appropriate staff
- Under the guidance of the Student Support Coordinator, use appropriate data and information to monitor the progress of students and disseminate findings to teachers
- Meet and communicate with parents of students with identified needs and keep thorough records of such communications or meetings
- Attend regular Student Support meetings and assist the Student Support Coordinator in the planning and leading of these meetings
- Attend and contribute to the staff, subject or grade group discussions and meetings necessary to co-ordinate and develop the work of the school (this may include meetings or training sessions, taking minutes or contributing to surveys and online staff discussions, as required)
- Be available for events, training, meetings or consultation events such as open evenings or parent and teacher meetings as required
- Create or contribute to new or updated school or subject policies as required
- When organising or participating in an enrichment activity or event, ensure that all school guidelines are followed and met
- In the absence of the Student Support Coordinator assist the Head of Primary in ensuring all support services are maintained as far as possible.



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### Reports to:

- Student Support Coordinator
- Head of Primary