

JOB DESCRIPTION PRIMARY EDUCATIONAL ASSISTANT

“Inspiring Individual”

“To be an innovative and caring community that provides all of our students with the Knowledge, Inspiration and Spirit to be proud of themselves and their place in the world.”

KIS has developed a Mission Statement and core values that commits the school and community to the search for academic excellence. We believe through the choice of the IB PYP (International Baccalaureate, Primary Years Programme), the KIS International School curriculum and scope and sequence documents, and the teaching methodologies practiced at the school that we provide the tools for attaining our goals.

The goal is for Educational Assistants to embrace the KIS and PYP philosophies and assist with the facilitation of classroom practices and learning experiences to create an environment conducive to inquiry and discovery, promoting challenging learning experiences in a significant and relevant way; a part of this responsibility is caring for the classroom environment. As a grade level EA it is essential to maintain open lines of communication with all people connected with the development of the whole child, teachers, parents, and caregivers. We see ourselves as learners too, therefore the KIS EA job description is linked with a system of appraisal and professional development to promote our own growth and support the goals and philosophies of the school.

ASSISTING WITH PLANNING AND PREPARATION FOR LEARNING *(What Do We Want To Learn?)*

The EA is Responsible for assisting the teacher by supporting preparation, transition, and programme organization in ensuring the needs of the students are met by:

- Being familiar with the philosophy, mission and core values of KIS International School.
- Maintaining confidentiality relating to students and staff, personal or sensitive school issues
- Being familiar with the KIS Guidelines for Best Practice
- Being familiar with the KIS Child Protection Policies, Procedures and protocol
- Attending weekly grade team meetings, as required; being familiar with the curriculum, offer suggestions, provide information and input to the running of the programme.
- Assisting with the preparation of classroom activities as required and designated by the teachers
- Ensuring open communications with specialist teachers
- Preparing and preserving the classrooms physical environment by maintaining equipment, materials and furnishings.

- Attending and assisting in the organization and implementation of field trips
- Participating and supporting the Thai programme: EY1 Planning, organizing and facilitating Thai classes, assist in observing and assessing students and write report cards relating to Thai class. EY2-G5 accompanies students to Thai class daily and support learning in the classroom.
- Attending department meetings as required and participate in weekly staff meetings and PLC sharing sessions
- Maintaining open communication within the teaching teams to ensure continuity and integration between classes and grade levels.
- Ensuring that the students travel around the school between classes in a safe and orderly manner. Supervise transitions between specialist classrooms and homeroom, playground to homeroom and vice versa, ensuring the safety of the children

ASSISTING WITH CLASSROOM INSTRUCTION THAT PROMOTES UNDERSTANDING
(How Best Will We Learn?)

The EA is responsible for assisting with and supporting instructional strategies and classroom support that meet the needs of each student by:

- Assisting and supporting the teachers in the smooth running of the programme as a team.
- Assisting with Pastoral care and classroom routines including washroom routines, swimming preparations, tooth brushing and changing as assigned by the teacher.
- Maintaining open communications between school and home, forwarding information from parents to teachers and visa versa (only sharing information that has been passed on by the classroom teacher.)
- Providing a link where necessary in consultation with the teacher, between parents and teachers, providing translation services when necessary.
- Ensuring open communications with administrative staff to ensure deadlines are met, expectations are recognized and problem areas are addressed.
- Helping to ensure the classroom and play areas are a safe and healthy environment for the students.
- Assisting with nap-room routines and other supervisory duties such as Lunchroom and outdoor playground duties, being aware that all the students are everyone's responsibility.
- Following the "Learning Support Policy" to ensure that necessary support and assistance is provided for students to reach their full potential.
- Attending coffee meetings, open house, Back to School night, Fun Fair and other parent and community functions to promote the programme.
- Supervising play and learning activities as required.
- Support the programme by participating in the supervision and facilitation of the programme either in groups or individually as required i.e. listening to readers, supporting literacy circles etc.

PROVIDING SUPPORT THAT WILL ENSURE THE SMOOTH RUNNING OF THE PROGRAMME AND THE PRIMARY SCHOOL
(Supporting Student learning)

The EA is responsible for assisting with the organization and the smooth running of the programme:

- Assisting the teachers in the implementation of a variety of teaching and assessment techniques
- Assist with the organization and tidying of the classroom.
- Supporting incentives such as classroom monitors, energy saving, playground pals and other student leadership programmes
- Support the Portfolio procedures in the classroom
- Participate in changing and maintaining display areas in the classrooms and common areas that reflect student work in the classroom and the PYP programme following the display section of the essential agreements.
- Participating in a supportive and collaborative environment that will ensure the growth of the educational team.
- Assisting with organizing and facilitating whole school activities such as concerts, sports day, International day and Intra-school activities to further develop the school community.
- Supervise students at the end of the day ensuring they are accompanied to the after school supervision room , playground or are picked up by an approved person
- Occasionally volunteering to represent the school at outside activities such as Educational fairs to promote the school.

HOW WILL WE CONTINUE TO LEARN ABOUT LEARNING?
(How can we ensure that we continue to learn?)

The EA is responsible for the development of his or her own learning by:

- Participate in annual goal setting process to support personal development and develop personal portfolio
- Participate in the school Professional development workshops, PLC sharing sessions and activities to support personal growth and strengthen the programme.
- Participating in shared and independent professional reading