

JOB DESCRIPTION: CLASSROOM ASSISTANT (PRIMARY SCHOOL)

Nexus International School (Singapore)

Purchased by Taylor's Education Group in July 2011, NISS meets the educational needs of students from approximately 50 different countries. The school's main constituency is expat families in Singapore, but it also accepts Singaporean students (subject to government approval) and Student Pass holders from a range of countries. Staff are recruited from Singapore, other national systems and international schools from around the world. Almost 20 different nationalities are represented.

The spacious 470,000 sq ft campus at 201 Ulu Pandan Road, just 2km from Holland Village, has excellent facilities to support all academic and co-curricular programmes for up to 1,200 students. These include swimming pools, gymnasiums, sports fields and recently renovated academic areas. NISS is committed to the integration of innovative learning technologies in the classroom and implemented a 1:1 Apple laptop scheme in the Secondary School in 2013. This was extended to Year 6 in 2014. The Primary School has a 1:2 ratio of MacBooks to learners and other technologies are integrated across the curriculum, including iPads and a range of the latest tools to aid learning.

NISS is an authorised International Baccalaureate (IB) World School for the Primary Years Programme (PYP) and Diploma Programme (DP). It is a member of the Council of International Schools (CIS), and an approved Cambridge International Examinations (CIE) Centre. NISS is EduTrust certified and is currently a candidate school for CIS/WASC accreditation.

NISS is a member of Taylor's Education Group and the second Nexus International School (NIS) campus in the region. The first NIS is located in Putrajaya, Malaysia.

Purpose/Vision Statement

To educate the youth of the world to take their productive place as leaders in the global community.

Mission

Nexus International School (Singapore) will be an internationally minded learning community that nurtures and supports every child's emotional, physical, creative and intellectual needs in order that they can achieve academic success and become globally responsible citizens. We will accomplish this by celebrating diversity and challenging minds.

Core Values

- Respecting and caring for each other
- Being dedicated to a culture of Excellence
- Openness in Communication
- Acting with Integrity
- Being Passionate in what we do
- Creating Enjoyable environments

Desired Culture/Our Promise

- Treat everyone as gifted and talented individuals and foster those talents and gifts through careful mentorship and guidance that is based on respect for all.
- Provide an environment that allows these talents to flourish; one that is innovative, progressive and grounded in trust, compassion and respect.

Key Objectives Of The Position

Under the direction of the classroom teacher, the job-holder is expected to support and assist with the care of individual or groups of learners as well as support their learning and development both inside and outside the classroom. The job holder is also responsible for maintaining an engaging and purposeful learning environment, ensuring the smooth running of the class and carrying out appropriate administration tasks.

Role

Classroom Support
<ul style="list-style-type: none"> • Assist the Classroom Teacher in the efficient running of the class • Attend to the personal and social needs of learners and any other special requirements depending on the nature of learners' needs and, wherever possible, make these part of the learning experience. • Liaise with the School Nurse for administration of first aid/medicine where necessary • Provide continuity of adult care of learners, for example, supervising daily play, lunch and snack times and transition times as well as toileting • Assist with taking learners to specialist subjects, such as Physical Education (HPE) and Music and providing them with support in these sessions. • Assist with putting learners on the bus at the end of the School day • Help learners to learn as effectively as possible both in group situations and on their own, by assisting through: <ul style="list-style-type: none"> ○ Clarifying and explaining instructions and provide written and verbal feedback ○ Ensuring the learners are able to use the equipment and materials provided ○ Assisting in motivating and encouraging the pupils as required ○ Contributing to areas requiring reinforcement or development, such as language development and positive engagement ○ Promoting independent learning ○ Helping learners to concentrate on and finish work set • Assume responsibility for supervising groups of children, or individual children on specified activities, including learning tasks, library activities, CCAs, school trips, use of IT and other duties • Maintain a clean and hygienic environment
Administration
<ul style="list-style-type: none"> • Be aware of School policies and procedures • Assist with basic record-keeping, including collective evidence of learning on individual learners. • Assist with the recording of the classroom learning, such as taking photographs and making observations • Assist with photocopying and laminating • Assist in the efficient preparation, maintenance and use of classroom teaching materials and equipment, including organizing the use of audio visual and IT equipment, bearing in mind the efficient usage of school resources

- Attend staff meetings, participate in performance management arrangements and undertake training and development activities
- Assist the Classroom Teacher in checking communication books and recording class attendance on a daily basis
- Provide regular feedback about learners and their progress to the classroom teacher
- Be willing to attend and become involved in any professional development opportunities, and adopt an attitude of professional reflection and continuous improvement.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description may be amended at any time following discussion between the principal and member of staff, to be reviewed annually.

Expenditure Authority

Up to budget allocations consistent with school policies

Key Relationships

The Classroom Assistant (Primary School) reports to the Head of Primary School via the relevant classroom teacher. In addition the job-holder will develop and maintain effective working relationships with:

- Learners
- Parents
- Other Classroom Assistants
- Academic and Administration staff

Personal Specification

Qualifications and Training

- Minimum high school (12 years of schooling) qualification

Experience

- At least two (2) years of relevant working experience
- Previous volunteer experience working with 3 – 11 years old children in non-education settings is preferred

Knowledge and Understanding

- Demonstrate the required level of knowledge and skills appropriate to the position
- Possess reasonable IT skills and knowledge, for example Microsoft (MS) Applications or Google applications

- Understanding and knowledge of principles and practice of inclusion

Person Qualities

- A demonstrated and genuine liking and appreciation of children
- Inclusive
- Resilient, flexible and adaptable
- Sense of humour
- High standards and expectations
- Motivated

Physical demand

- Able to lift and potentially carry a child weighing up to 50 pounds
- Able to routinely kneel, bend, crouch and sit on the floor for extended period of time
- Able to stand, walk and sit on child sized chairs throughout the day

Core Competencies

We are looking for someone who can

- Establish and maintain good relationships with colleagues, learners and parents
- Communicate effectively in Standard English both orally and in writing
- Deal effectively and non confrontationally with learners and staff
- Positively influence others
- Listen actively
- Motivate and engage with colleagues