

## **JOB TITLE: CLASSROOM ASSISTANT**

Links to: Phase Leader, Deputy Head of Primary School and Head of Primary School

### **WHO ARE WE?**

Nexus is an empowering, learning-focused community. We strive to create an honest, open and innovative community with our learners, parents and peers. We believe that we have something unique and special here, we are proud to be different in the way we work; and how we teach and learn.

### **WHO ARE WE LOOKING FOR?**

At Nexus, we do things differently. Each member of staff is valued and recognised as a unique individual collaborating as part of a supportive community, to elevate one another with innovative ideas. Our strategies emerge from the collective positive mindsets of our colleagues. You will experience high levels of ownership and empowerment in your role.

### **JOB DESCRIPTION**

Under the guidance of the classroom teacher, the classroom assistant will facilitate the learning and development of individuals or groups of learners. The job holder 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 administrative tasks.

### **ROLE AND RESPONSIBILITIES**

- Support the classroom teacher to maintain a safe, healthy and stimulating learning environment
- Support the personal and social development of learners
- Help learners to learn as effectively as possible both in group situations and on their own, by assisting through:
  - 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 learners as required
  - Contributing to areas requiring reinforcement or development, such as language development and positive engagement
  - Promoting independent learning
- Assume responsibility for supervising groups of children, or individual children on specified activities, including learning tasks, library activities, CCAs, school trips and use of IT
- Provide continuity of adult care of learners, for example, supervising daily playtimes, transition times between classes and at the start/end of the day, support in specialist classes, as well as toileting
- Liaise with the School Nurse for administration of first aid/medicine where necessary
- Assist the classroom teacher in checking communication books and recording class attendance on a daily basis

- Assist with basic record-keeping, including collecting evidence of learning on individual learners, such as taking photographs and making observations
- Assist in the efficient preparation, maintenance and use of classroom teaching materials and equipment, including organising the use of AV and IT equipment, photocopying and laminating
- Attend staff meetings, participate in performance management arrangements and undertake training and development activities
- Be willing to attend and become involved in any professional development opportunities, and adopt an attitude of professional reflection and continuous improvement

## **A TYPICAL DAY**

No two days are the same in this exciting diverse role. I reach my homeroom just before 8am and spend time with the teacher to talk about the plans for the day and set up the learning engagements. Our learners are welcomed to the Learning Hub from 8.15am. While the teacher is welcoming the learners, I will check through the Learner Planners, Home Readers and Library Books. Next up, is our Language Arts time, the learners are rotating through reading activities and today I am leading Guided Reading with a small group of children. I will make some brief notes on their progress to share with the teacher. Next up, the learners have Visual Arts. I am responsible for transitioning the class to their art space. I will stay with the learners during this session to support them in this creative lesson. We all then go for our snack in the cafeteria. I am on duty today, so I will be supervising the children in the cafeteria and once they have finished I will supervise them on the play equipment. After snack time, I will have a quick break and then rejoin the class. They are back in the homeroom and it is time for Maths. Today we are exploring measurement, so I am working with groups on practical measuring activities around the Learning Hub. We are using i-Pads to record our findings. After taking the children to the cafeteria for lunch, I have lunch with colleagues from across the school in the staff lounge. The teacher and I then work to set up a provocation for an inquiry. Today we are exploring forces, so we have a range of activities for the children to explore. The last lesson of the day is Languages other than English (LOTE). I work with the Chinese teacher; I help prepare some resources and then supervise a small group of learners with an activity. I enjoy learning a little bit of Chinese as I am working alongside the children. At the end of the day the teacher and I help the children to get ready to go home. I supervise one group as they board the school buses, one of the other classroom assistants takes learners to their after-school clubs (CCAs). The teacher and I will now spend time preparing the classroom for tomorrow. I took a few photographs of the learners in Maths today, I will post them onto our online learning platform for the parents to see. Tomorrow after school I help lead a small cookery club. We will be making fruit smoothies.

## **QUALIFICATIONS AND SKILLS**

- Minimum high school (12 years of schooling) qualification

- A relevant higher level qualification is desirable
- At least two (2) years of relevant working experience
- A demonstrated and genuine passion for education and a desire to facilitate children's learning
- Possess strong IT skills and knowledge, for example Apple devices and Google applications
- Communicate effectively in Standard English both orally and in writing
- Establish and maintain positive learning-focused relationships with colleagues, learners and parents
- To manage the physical demands of the role (eg: able to lift/carry a child weighing up to 25kg; routinely sitting on child sized chairs, kneeling, bending and crouching)
- High standards and expectations for themselves and the learners
- Understanding and knowledge of principles and practice of inclusion and restorative justice
- Resilient and flexible - no two days are the same!

Nexus International School (Singapore) is committed to the safety and wellbeing of our children and families. Nexus endorses the Convention on the Rights of the Child, which Singapore ratified on 11 December 2008, and establishes a clear policy and guidelines to protect our learners from maltreatment by any person or persons who come in contact with them in any environment.

Nexus International School (Singapore) is an equal opportunity employer. We respect and seek to empower each individual and value the diverse cultures, perspectives, skills and experiences within our school.

Whilst every effort has been made to explain the main duties and responsibilities, the role may be revised from time to time.

In addition to the roles and responsibilities outlined above, we may appoint Classroom Assistants with oversight of specific aspects. This will be stated in the job advertisement and may include:

**Overseeing Assessments:**

Internal and External Examination periods fall at specific times of the year and the job-holder will be directed by the Head of Secondary School to work in the Examinations team leading up to and during these periods. Outside of examination periods the job-holder will be directed to continue to work in the Primary School as a Classroom Assistant with a focus on administration of Assessment.

As Examinations Assistant, under the direction of the NISS IGCSE Examination Officer and the NISS IB Diploma Coordinator, the job-holder is expected to assist with the administration and invigilation of all internal and external exams including Trial Examinations, IGCSE and IB Diploma examinations.

This specific role will report directly to the Head of Secondary.

**Overseeing intervention programmes:**

The overseeing of targeted intervention programmes put in place by the Learning Support team. This involves:

- Develop and manage resources for Learning Support initiatives
- Setting up individual programmes and designing appropriate schedules
- Training and supporting colleagues
- Assessment and monitoring of progress of learners on the Learning Support roll, including liaising with teachers to gather basic data
- Carrying out push-in and pull-out interventions with individuals or groups of learners

Programmes will include one to one and small group interventions using a range of activities (including using digital technology platforms). For example: Jump Ahead, Letters and Sounds Phonics Catch-Up and Reading Recovery.

**Overseeing sports programmes:**

Supporting the HPE and Aquatics departments with the delivery of the curriculum. This involves:

- Assisting teachers by working with learners for both land based and aquatic lessons. (This may include entering the water with learners).
- Taking care of learners' needs, especially those requiring personalised attention or support.
- Preparing resources and setting up sports equipment as directed by the teacher.
- Being actively involved in events such as sports days, swim meets, cross country and other HPE events.