



ProEd Global School

Position	Classroom Teacher Assistant - Primary
Division	School Wide
Reports to	Head of School
Job Opening	Academic Year 2023 -2024 (Nuanu Campus)

Purpose

The primary role of a teaching assistant is to support the classroom teacher in creating a positive and safe learning environment for primary school students. The teaching assistant will assist in the planning and delivery of lessons, provide one-on-one and small group support to students, and assist in the preparation of classroom materials.

Qualifications & Experience

- Minimum 1 year experience in an international school setting.
- Fresh graduates are welcome to apply.
- Relevant degree and teaching certifications e.g. Early Childhood Education, Primary Education (Primary Teacher), Special Needs, including training and other certifications will be an advantage.
- Minimum 2 work references from previous employers.
- Enjoy working with children. Is a passionate teacher who provides creative and innovative teaching resources to engage students with the learning process according to their age, level of ability and personal needs.
- Having experience working with SEN students will be an advantage.
- Police record check.
- Willingness to learn and adapt to changing needs and situations.
- Proficient computer skills.
- Proficiency in English language. (English is the medium of instruction)



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Duties & Responsibilities

- Support the teacher in the preparation and delivery of lessons.
- Assist students with individual needs or challenges, including providing additional support or differentiating instruction.
- Manage classroom behavior and ensure a positive and safe learning environment.
- Assist with the preparation and organization of classroom materials, including photocopying, laminating, and cutting.
- Help with classroom displays and bulletin boards.
- Supervise students during lunch breaks, recess, and other school activities.
- Assist with administrative tasks such as taking attendance and recording grades.
- Attend staff meetings and training sessions as required.
- Communicate with parents and caregivers as necessary.
- Undertake any other reasonable duties as requested by the teacher or school management.
- Teaching primary school classes in developing student's literacy and numeracy skills and any other subjects according to the school's curriculum.
- Participate in the wider school community.
- Is able to adapt and modify the instructions to meet the needs of all children.
- Caring for and nurturing young learners.

To Apply

Do you feel you meet the criteria for this exciting opportunity? If so, please send your application requirements to recruitment@proed.asia