



St Joseph's Institution International Malaysia

Job Title:	Teaching Assistant –Physical Education
Reporting To:	Whole School Coordinator Of PE & Sport

Main Purpose of the Job:

- To assist in development of pupils' learning in swimming and PE, the provision of care and the management of pupils' behaviour under the supervision of senior colleagues.
- To assist the PE teacher with their responsibility for the development and education of all pupils.

Support for the Pupils

- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.

Support for the Teacher

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Assist with the planning of learning activities.
- Monitor pupils' learning activities and accurately record achievement/progress as directed.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Establish constructive relationships with parents/carers
- Support teaching /senior staff with routine administration, e.g. photocopying, typing, filing

Support for the Curriculum

- Assist with the implementation of structured and agreed learning activities/teaching programmes, adjusting activities according to pupils ability.
- Assist with the implementation of programmes linked to local and national learning strategies in Physical Education and Swimming
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use



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- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. Be aware of and support difference to ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
- Accompany teaching staff and pupils on fixtures, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher

Person specification: Teaching Assistant

Experience	<ul style="list-style-type: none"> ● Experience of teaching children of relevant age
Qualifications	<ul style="list-style-type: none"> ● Further qualification in Education ● Good numeracy/literacy skills ● First aid training
Knowledge & Skills	<ul style="list-style-type: none"> ● Effective use of ICT to support learning ● Use of other equipment technology – video, photocopier ● Understanding of relevant policies/codes of practice and awareness of relevant legislation ● General understanding of national/foundation stage curriculum and other basic learning programmes/strategies ● Basic understanding of child development and learning ● Ability to self-evaluate learning needs and actively seek learning opportunities ● Ability to relate well to children and adults ● Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
Personal Attributes	<ul style="list-style-type: none"> ● Confidence, warmth, sensitivity, reliability, and enthusiasm ● Ability to communicate effectively with children and young people ● Good interpersonal skills