



**HERRINGTON**  
INTERNATIONAL SCHOOL  
EDUCATION BEYOND BORDERS

## **JOB DESCRIPTION**

### **Position Title: Teaching Assistant**

**Department:** Academic

**Reporting Line:** Principal

#### **Position Purpose**

The Teaching Assistant supports teachers in delivering effective lessons and maintaining a safe, disciplined, and engaging learning environment. The role ensures student well-being, academic support, and compliance with school policies while upholding professionalism and confidentiality at all times.

#### **Job Goals**

1. Must behave in a warm and friendly manner, be sensitive to the feelings and needs of others, and relate well to children, parents, and employees.
2. Assist in planning and preparing the learning environment, including setting up interest centers and preparing required materials and supplies.
3. Be actively involved in classroom activities and assignments, supporting individual students and groups.
4. Supervise students inside and outside the classroom when the teacher is unavailable or temporarily absent.
5. Carry out pre-planned lessons, activities, decorations, or classroom tasks in the absence of the teacher.
6. Assist the teacher in any appropriate instructional and administrative tasks.
7. Maintain a fair, well-disciplined, and safe classroom environment at all times.
8. Ensure the safety, security, dignity, and respect of all students.
9. Maintain strict confidentiality regarding students, families, and staff both inside and outside the school.

10. Ensure cleanliness and organization of the classroom, resource rooms, and assigned learning areas.
11. Participate in training, professional development programs, staff meetings, conferences, and other school activities as assigned.
12. Contribute positively to the overall ethos, culture, and objectives of the school.

### Weekly Tasks

1. File and organize weekly planners and ensure they are accessible and properly maintained.
2. Supervise and assist in CCA classes as assigned in the monthly CCA Staff Arrangement.
3. Supervise and assist in remedial classes as assigned in the weekly remedial list.
4. Support monitoring of TA duties (if assigned supervisory responsibility).

### Reporting Line

The **Teaching Assistant** reports directly to the **Principal**.

