



**Job Title: Teaching Assistant**  
**Location: Straits International School, Rawang**

**Purpose of the Role: To work in partnership with class teachers to support learning in line with the codes of practice and Academy policies and procedures.**

**Responsibilities:**

- Establish positive relationships with students supported
- Support the use of ICT in the classroom and develop students' competence and independence in its use
- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to students' responses as appropriate
- Promote positive student behaviour in line with Academy policies and help keep students on task
- Interact with, and support students, according to individual needs and skills
- Promote the inclusion and acceptance of students with special needs within the classroom ensuring access to lessons and their content through appropriate clarification, explanation and resources
- To participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on student progress and behaviour
- Monitor and record student activities as appropriate writing records and reports as required
- To support learning by arranging/providing resources for lessons/activities under the direction of the teacher
- Assist with the development and implementation of IEPs
- To attend to students' personal needs including help with social, welfare, physical and health matters, including minor first aid.
- To assist with the preparation, maintenance and control of stocks of materials and resources
- Liaise with other staff and provide information about students as appropriate
- To supervise students for limited and specified periods including break-times when the post holder should facilitate games and activities

This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of Straits International School, Rawang.