33, Global edu-ro 145 beon-gil
Daejeong-eup, Seogwipo-si
Jeju-do, 63644
Korea
+82 64 793 8001
www.nlcsjeju.co.kr

North London Collegiate School Jeju

JOB DESCRIPTION

NLCS Jeju believes that each employee makes a significant contribution to our success and that contributions should not be limited by the assigned responsibilities.

Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee, nor NLCS Jeju, to only the work identified. It is the expectation of the school that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organisation.

Our School is committed to safeguarding and promoting the welfare of children and young people. The School expects all teaching staff, non-teaching staff and volunteers to share and uphold this commitment.

Position/Job Title	Teaching and Learning Assistant
Classification	Support Staff
Reporting to	Vice Principal - Head of Junior School
Duties and Responsibilities	**Overview:** The successful Learning Assistant will provide assistance to the classroom teacher. **Main areas of responsibility:** 1. To supervise classes as instructed by their teacher 2. Avery good level of English. 3. To provide students with the necessary resources for their learning 4. To ensure orderly entry and exit of classrooms 5. To ensure a calm and purposeful atmosphere for working in the classroom 6. To manage resources effectively and ensure classrooms are left tidy and ready for the next lesson 7. To follow school systems and procedures on behaviour management 8. To liaise with the subject teachers as and when required 9. Support teachers by contributing to the planning and preparation of resources, including classroom display 10. To assist students in their learning including the use of IT 11. Support teachers in the monitoring and assessment of student progress, including the collation of reports 12. Support teachers in dealing with student behaviour through liaison and feedback

	13. Support teachers in the organisation and management of teaching spaces and their resources 14. Organisation of resources including ordering, cataloguing and maintenance 15. To support the learning of students on a one to one basis or in small groups. 16. To work with and guide other adults in their learning support activities. 17. To support teachers in identifying and referring students with learning support needs 18. To support teachers in the planning and preparation of differentiated material 19. To invigilate assessments when necessary **Other Duties:** 1. Learning Assistants and Technicians should attend faculty meetings unless specifically told otherwise 2. Learning Assistants and Technicians should attend all PD sessions unless they are required for other supervision 3. Learning Assistants and Technicians must attend staff induction sessions alongside all faculty staff, including the beginning of the Academic Year staff induction 4. To understand and use iSAMS 5. To be part of the Junior School House system 6. To lead or support CCAs and lead or support childcare, as requested by their line manager 7. All tasks and expectations are subject to change at the discretion of the principal **Safeguarding:** 1. Abide by the School safeguarding policy and keep abreast of any changes 2. To understand the importance of safeguarding and know how to report a safeguarding incident.
Contract	Temporary Position (Term-time only)

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