

Job Title: Teacher Assistant

Reports To: Homeroom Teacher and Head of Section

Teacher Assistants for the Primary in the German European School Manila assist the Lead Teachers in planning and implementing learning experiences that advance the intellectual, emotional, social, and physical development of children within a safe, healthy learning environment. They encourage the involvement of the families of the children of the program and support the development of relationships between children, their teachers and their families.

Working Hours

40 hours per week

Monday to Thursday

7:15am-3:30 pm Friday

7:15am-2:00 pm

Attendance

- The Assistant Teacher follows the same school year schedule as the Teachers in GESM. "Vacation Leaves" may not be used during regular class days as set in the GESM calendar.
- In cases of absences due to illnesses or emergencies, the Assistant Teacher shall report to the Head of Section if he/she will not be present before 7:00 am at any regular working day.
- For Summer Breaks/Holidays (July and August), the Assistant Teacher may be asked to come to school 2 weeks prior to the start of the school year for preparation purposes.

Duties & Responsibilities

Interaction with Children:

- Utilize appropriate language, interactions, and positive discipline.
- Model positive behavior.
- Assist in instructing and supervising children in classroom activities/lessons including academic skills such as reading and writing.
- Implement age appropriate activities which include games and other recreational activities that support the Primary Years Programme of the IBO as collaboratively planned with the Lead Teacher.
- Continuously monitor children to always ensure safety and report any untoward incident/s immediately.
- Assist children individually or in small groups as necessary to help them accomplish learning objectives and to reinforce learning concepts presented by teachers.

Assess Children:

- Assess children on a regular basis by taking pictures and maintaining anecdotal notes, written observations, and other approved forms of documentation for each child as necessary.

Curriculum Preparation:

- Utilize library, research, plan, and develop age appropriate activities for lesson plans in collaboration with the Lead Teacher.
- Assist the Lead Teacher in incorporating required activities into lesson plans that support children's development.
- Help Lead Teacher prepare activities that support lesson plans.

Communicate with Parents:

- Maintain open communication with parents by scheduling and conducting parent/teacher conferences as deemed necessary by the Lead Teacher.
- Inform parents about daily classroom routine, policies, field trips, volunteer and other issues that arise in collaboration with the Lead Teacher.
- Communicate with parents about incidents that have been observed and/or recorded on site in collaboration with the Lead Teacher.
- Obtain all required classroom parental signatures such as on all incident reports and field trip permission slips.

Documentation:

- Design and complete bulletin boards for the classrooms and windows.
- Complete all necessary paperwork for classroom activities including attendance, parent/teacher conferences and the like.
- Maintain up to date and accurate education folders to include complete incident reports, permission slips.
- Type, file, laminate and duplicate materials as necessary.
- Maintain accurate and up to date portfolios.
- Maintain classroom supply lists and inventory.
- Complete written observations, Personalized Learning Plans, Report Cards and other approved forms of documentation for each child as necessary.

Supervision:

- Supervise primary students with special attention to Grade 1 students during snacks and lunch break.

Administration:

- Work closely with the teaching team in collaboration planning.
- Participate in team meetings. Communicate and share ideas and concerns with Lead Teacher and Teaching Team.

- Participate in school events which may sometimes be outside regular school hours.
- Participate in staff In-Services.
- Engage in continuing education and professional development activities such as trainings, workshops, and classes to meet required qualifications.
- Ability to maintain confidentiality in school related matters.

Classroom Maintenance:

- Help to maintain a clean and organized learning environment.
- Maintain a quality room arrangement in compliance with curriculum standards.
- Routinely check classroom equipment and materials to ensure they are in good repair.

Other Duties As Assigned

For more information, and to send in an application, please email:

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