

## Learning Support Assistant/ Library Assistant

### Job Analysis

The Junior and Senior School, is looking to hire enthusiastic, hardworking individuals in the position of **Learning Support Assistant / Library Assistant** for the Academic year 2022 – 2023 onwards.

The Junior School comprises of an enthusiastic, committed, and energetic team of teachers who offer our students the opportunity to develop through high-quality teaching, become confident, critical and independent thinkers.

### Duties and Responsibilities

The duties and responsibilities outlined in the detailed Job Description, are examples of a successful candidate. However, these are not to be construed as exclusive or all-inclusive.

### Requirements

- Be able to communicate effectively within a team
- Have interest in reading literature (children's authors)
- Be a positive, kind, and caring person
- Good behaviour management skills
- Previous experience in a school setting
- Degree or towards obtaining a degree in Education or similar, will be considered as an advantage

### Location

We are welcoming expression of interest for our Junior School site.

### Remuneration

A competitive remuneration package will be offered to the successful candidates, according to qualifications and experience.

### Applications

All applications will be treated with the strictest confidentiality. Interested applicants should send their CV to [careers@tjss.ac.cy](mailto:careers@tjss.ac.cy) quoting "LSA/Library 06.2022", until the 26/06/2022.

## Job Description

**Position:** Learning Support Assistant / Library Assistant

### **Duties & Responsibilities**

#### **Learning and Teaching**

- To work in partnership with class teachers for the planning and preparation of stimulating, challenging, enjoyable learning opportunities which take into regard the curriculum of the School and the individual abilities of the pupils in the class
- Consistently support the class teacher in teaching at a high level to ensure pupils' learning is challenging and progressing
- Assessing, recording and reporting to the class teacher on the development, progress and attainment of pupils
- Ensuring that all records and data collection are kept up to date and that information is passed onto class teacher and appropriate leaders in a timely manner
- Communicating and consulting with specialist teachers when required, after liaising with the class teacher
- Working as part of a team to plan collaborative schemes of work and learning plans for pupils in their particular year group
- Have the confidence to sometimes take the class in the absence of the teacher

#### **Discipline**

- Providing guidance and advice to pupils on their social and emotional development
- Contribute positively towards implementing policies and practices reflecting the School's commitment to high achievement and effective teaching and learning.
- Maintaining high standards of behaviour in all learning situations; being aware of the School's Behavioural Policy and procedures
- Maintaining a high standard of pupil behaviour in the playground and common areas, being alert and proactive and inform and liaise with class teachers when appropriate

#### **Assisting in School Library**

- Assist librarian in issuing and returning books and reading stories to classes
- Learn and use library management system
- General maintenance, cleaning of books, returning books to shelves etc.
- Assist in management of KS2 reading scheme

#### **Professional Development**

- Reviewing on an ongoing basis, teaching methods and programmes of work
- Participating in arrangements for professional development which support the development of the whole School and the individual

#### **Additional Duties**

- Attending three (3) afternoon activities of the School per week
- Attending four (4) weeks of Summer School (when and if organized by the School)
- Participating in meetings at the School when needed
- Playground and other duties



*This list includes the main duties and responsibilities of the above mentioned position, however it is not exhaustive. Any additional duties that might be deemed for you to undertake, will be communicated clearly and transparently. All professional staff are expected to undertake other duties and projects as may be reasonably required by the Principal and/or the line manager in accordance with the grade of the post. You might be asked to provide extra support within the office during busy periods, working together in a mutually supportive way towards shared priorities.*