



## BRIGHTON COLLEGE ABU DHABI

### Job Description: CLASSROOM ASSISTANT Prep School

Reporting to: Deputy Head of Prep School

#### **Outline of the role**

The Classroom Assistant will work closely with the Class Teachers and the Head of Year to facilitate the learning inside the classroom. This assistance may be administrative or through direct teaching as directed by the class teachers. S/he should be an approachable and friendly individual, able to quickly build a positive relationship with all pupils in their care; they should be proactive and creative.

#### **Introduction**

Brighton College is a dynamic and exciting school looking for enthusiastic and passionate Classroom Assistants. This is a unique opportunity to join an exceptional and hardworking team with the united goal of ensuring that every child reaches their potential both academically and socially, by pushing boundaries and broadening horizons. Leaders at the College show a desire to collaborate, inspire and develop all areas of the School. They demonstrate the highest standards in terms of leadership, organizational and pedagogical skills with a willingness to contribute to the rich extra-curricular life of this busy school.

#### **The College**

Brighton College Abu Dhabi opened in September 2011 with 580 pupils from FS1-Year 9. Subsequent years have seen the school grow and currently the College has over 1700 pupils from FS1- Year 13. At capacity the College will house over 2000 pupils in 2020. Brighton College aims to be the leading British international school in the Middle East and is already regarded as the leading academic school in Abu Dhabi with heavily oversubscribed applications for entry to the Pre-Prep. The most recent ADEK (Abu Dhabi Education & Knowledge) school inspection graded the school as Outstanding. The College is divided into three schools, Pre-Prep, Prep School and Senior School. Further information about the College, including a copy of the latest school inspection report, can be found on our website [www.brightoncollege.ae](http://www.brightoncollege.ae).

#### **Prep School**

It is our aim in the Prep School to give the children in our care a full and exciting school experience where there are no lids on learning and expectations in all areas of development are high. We want the children to maximize their own potential; to achieve more than they thought possible and take pride in their achievements as well as learning to manage with dignity the times when they experience disappointments.

Beyond the classroom, Prep pupils will be encouraged to explore new disciplines, skills and interests; to give everything a try and in doing so learn to take risks and to risk failure. It is our belief that in doing this we are enabling them to find their passion to 'Work Hard and Think Big' which will in turn support everything else that they do. At Brighton College Prep School we will ensure that pupils are able to do all of this alongside a rigorous academic programme, knowing they are in a safe and secure environment. Our teachers lead by example and along with excellent teaching, they all offer extra-curricular activities and are involved in all aspects of school, both inside and outside the classroom.

## **Personal Skills**

- To establish positive working relationships with all children and all members of the school community
- To use initiative when it comes to dealing with pupil concerns or issues and be both flexible and positive
- To establish productive working relationships with pupils, acting as a role model and setting high standards
- To recognise and respond to individual pupil needs and be aware of their next learning steps and who requires the most support
- To actively encourage pupils to interact and work co-operatively with others as well as promoting independence, i.e. helping pupils to achieve their objectives through questioning, dialogue, demonstrating and modelling
- To use initiative to effectively use undirected time when not supporting in the classroom
- To continually promote positive values, attitudes and good behaviour, dealing promptly with conflict and incidents in line with policy and encourage pupils to take responsibility for their behaviour
- To maintain strict confidentiality and never discuss any of the pupils except with the class teacher, Head of Year or relevant SLT member

## **Duties and Responsibilities**

- To be an ambassador of the College at all times, in school and within the UAE
- To support pupils in mainstream classrooms and small group work to achieve their targets
- To work closely with the class teacher to help raise awareness of the strengths and difficulties of pupils
- To work closely with the class teacher to establish an appropriate learning environment
- To support the education, social development, emotional and behavioural needs of pupils under the direction of the teacher
- To follow a specific programme of study with an individual pupil or small group to support and enhance their learning under the direction of the teacher
- To work closely with the class teacher to ensure there is effective communication (oral and written) concerning pupil progress and learning, i.e. annotating books with support given, feeding back directly to the teacher
- To take full involvement throughout the whole lesson and proactively engage and lead the learning, particularly during carpet sessions
- To continually monitor and evaluate learning through observation and recording of achievements against learning objectives as directed by the teacher, or on my own initiative if not
- To take an active interest in all pupils and work closely with them both as individuals and in small groups, for example during Guided Reading sessions
- To engage the pupils in meaningful talk at all opportunities in order to develop language skills and to build relationships
- To always observe policies and procedures relating to child protection, safety and security, confidentiality and data protection, reporting all concerns to the designated person
- To prepare resources and materials, with guidance from the teacher for individuals or small groups of pupils to enhance their learning experiences
- To attend and participate in all appropriate meetings and training

- To take a proactive approach to my work for each session and read through lesson plans and notes prior to lessons and help support the teacher in preparing the lesson whenever possible
- To participate as fully as possible in the life of College beyond the department

### **Desirable Higher-Level qualities**

- To regularly train and act as a mentor to other Classroom Assistants
- To be proactive in your own professional development and seek out new ways to improve practice, i.e. through researching CPD / training opportunities, by working with a range of teachers
- To plan and prepare resources and materials for intervention groups and take sole responsibility for the sessions
- To lead playtime initiatives
- To regularly team teach within the classroom
- To have a clear awareness and understanding of EAL and SEN needs and attend training wherever necessary to keep my understanding relevant and current
- To take responsibility for and have a positive and supportive impact on learning in specialist lessons, e.g. Arabic / Music
- To run my own CCAs
- To have a clear awareness and understanding of assessment techniques and regularly contribute to planning and preparation with the class teachers
- To take responsibility for a physical area around the school
- To be confident in carrying out assessments for phonics and reading and for tracking progress for a group of children, in consultation with the teacher

### **Formal Qualifications / Experience**

- The applicant's qualifications and experience should meet the minimum requirements for both Brighton College and ADEK and preferably be at A Level equivalent or higher.
- At least two years' experience in supporting children in a school setting is required.

### **Safeguarding**

Brighton College is committed to safeguarding and promoting the welfare of our pupils and expect all employees to share this commitment. All applicants should read the College's child protection policy, which is available on our website, and are required to declare any information as requested on the application form. Enhanced disclosure with the Disclosure and Barring Service (DBS) in the UK or a local police certificate will be requested for the successful candidate.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken has not been identified.