



INTERNATIONAL COMMUNITY SCHOOL
مدرسة الجالية الدولية

Patrons: H.R.H. Prince El Hassan Bin Talal
H.R.H. Princess Sarvath El Hassan

Principal: Alun Yorath



Assistant Teacher (Secondary Maths)

The International Community School (ICS), one of the longest established and most successful international non-proprietary schools in the Middle East, is seeking to recruit an experienced, enthusiastic and innovative **Assistant Teacher (Secondary Maths)** to join the school in August 2024.

Interested candidate should:

- Hold a bachelor's degree in maths, education or related fields.
- Have a 0- 2 years experience working in a secondary school as a teacher or assistant teacher of maths (Fresh graduates are welcome to apply).
- Have an excellent command of English
- Have a creative, dynamic and outgoing personality
- Have a Jordanian nationality

How to apply:

Applications should be sent to recruitment@ics.edu.jo with the subject of **Assistant Teacher (Secondary Maths)**, along with a current CV. For more information, kindly visit our website at www.ics.edu.jo

The deadline for applications is **10th of September 2024**. However, please note that we reserve the right to appoint before the closing date, and interviews will be arranged for all short-listed applicants as soon as possible.



Job Description Assistant Teacher (Secondary)

JOB TITLE:	Assistant Teacher (Secondary)
RESPONSIBLE TO:	Head of Faculty
RESPONSIBLE FOR:	All ICS students, particularly those in Secondary
WORKING HOURS:	7:30am-3:30pm from Sundays-Wednesdays with the expectation to stay until 4:00pm once a week to support the CCA programme and once per week to attend CPL. 7:30am - 2:45pm on Thursdays
VERSION UPDATE:	May 2024

Role Summary:

Supporting the Curriculum

- Support children's learning as directed by the teacher
- Foster independence and self-esteem with children identified by the teacher
- Facilitate discussions with groups of children
- Encourage children to discuss and reflect on their work and achievements
- Contribute to planning the curriculum in the short-term
- Work alongside the teacher in introducing lessons
- Interact with the teacher and children as agreed and as is appropriate.

Supporting the Children

- Provide appropriate levels of support as identified by the teacher, including promoting increased attention, helping children stay on task, helping with physical difficulties, encouraging independence
- Extend play-based learning with younger children
- Reinforce behaviour strategies with all children, including those who are working towards behavioural targets
- Work alongside the teacher and other adults in supervising children in school and on outside visits
- Provide comfort and care to distressed children and care for children with minor cuts and grazes
- Have an understanding of SEN as identified in the SEN Code of Practice.
- Remain vigilant for safeguarding and report any concerns immediately to the Designated Safeguarding Lead
- Begin to be aware of the kind of support necessary for both individuals and groups without teacher assistance.
- Support children in groups in and outside the classroom
- Begin to develop own behaviour strategies



Supporting the team

- Help in preparing resources
- Contribute to displays inside and outside the classroom
- Prepare practical areas and be prepared to leave rooms clean and tidy
- Assist the teacher(s) in their record keeping processes by providing relevant information and completing appropriate assessment sheets
- Provide feedback to the teacher(s) about learning activities
- Assist the teacher in the management of classroom behaviour
- Undertake routine administrative tasks, such as preparing resources and photocopying
- Work collaboratively with the year group team to create a safe, stimulating learning environment.
- Support the school by leading an after-school extracurricular activity or assisting the leader of another CCA.
- Monitor individual and group achievement of each lesson's key objectives and give feedback to the teacher
- Be actively involved in the management of the classroom, including tracking responsibility for care and preparation of resources
- Help in the assessment of children by observation as well as working through tests
- Record information that is relevant to the assessment and review of children's progress.
- Attend Individual Educational Plan (IEP) and other meetings related to SEN
- Support and maintain the implementation behaviour strategies
- Undertake appropriate administrative tasks.

Supporting the School

- Present a positive image of the ICS both within the school and the wider community.
- Understand the roles and responsibilities of teaching assistants
- Participate in appropriate induction training and performance management processes
- Maintain confidentiality according to the school's and legal requirements
- Maintain school policies and health and safety regulations
- Attend professional learning opportunities and staff meetings where appropriate and relevant
- Understand the roles and responsibilities of all other adults in the school

Other Duties and Responsibilities

- Support the school by leading an after school extra curricular activity or assisting the leader which are taking place within the official hours.
- Any other duties/responsibilities that the class teacher or secondary Headteacher may from time to time ask the post holder to perform.