



## **Job Description**

### **PYP Assistant Teacher Grades 1 - 5**

#### **Summary**

To assist in the delivery of the IB Primary Years Programme at the designated grade level, within the values, beliefs and philosophy of the International School Hannover Region and the IB PYP. The Assistant Teacher plays a central role in supporting the teacher in implementing all daily teaching duties and routines. She/he is actively involved in differentiation within the classroom. Assistant teachers support educational as well as social, emotional and organisational tasks.

**Reports to:** Head of Primary

#### **Responsibilities**

##### **Collaboration with the Lead Teacher**

- Collaborate with the teacher in the planning of class activities and interest stations.
- Provide consistency in the delivery of the curriculum in case of teacher absence.
- Meet with the teacher on a regular weekly basis to plan and evaluate collaboratively.
- Provide support with student transition from prior grade levels.

##### **Assisting Lead Teacher Instruction**

- Support differentiated education.
- Aid the implementation of the daily program for the children.
- Maintain effective discipline and ensure the safety and security of the children in the class.
- Aid in assessing the students.
- Assist the teacher in maintaining records of achievement.



- Assist the students with social development/integration.
- Provide individualized student language and/or social support where appropriate.
- Help students settle into grade level work independently.
- Allow for uninterrupted sessions by maintaining continuity when substituting/covering for absent teacher.

### **Collaborating with Parents (with the class teacher)**

- Be available and/or provide input for meetings with parents.
- Attend the introductory parent meeting, parent and student led conferences.

### **Collaborating with the wider Primary team**

- Work with specialists, the PYP coordinator, other Primary teachers and the leadership team to add value to a culture of sharing, dialogue and professional growth.
- Engage in collaborative planning with teams of class teachers, the PYP coordinator and subject leaders.
- Perform other duties as assigned by the Head of Primary or Director, as described in the Terms and Conditions document.
- Attend all school week professional development days.

### **General**

- Value and celebrate students' Home Language(s), religious beliefs, nationality and heritage.
- Attend meetings as required by contractual obligations.
- Carry out designated supervision duties.
- Help students establish good habits of personal hygiene.



- Keep up with developmentally appropriate practices for Primary School and PYP developments through attendance at suitable workshops, online workshops, courses and related literature.
- Be familiar with and follow all school policies.
- Be alert to student learning support needs, problems and circumstances of the children and discuss any concerns with the class teacher. The Child Protection Officer, Counsellor or Heads of Primary must be made aware of any concerns and child protection related issues.
- Follow the staff code of conduct and sensitively share any incidences of concern where you believe staff conduct boundaries have been crossed with the Child Protection Officer, Counsellor or Assistant Head of Primary (in the absence of the Head of Primary).

### **Preferred Skills and Requirements:**

Assistant teachers will ideally hold a degree or certificate relevant to the work of an assistant teacher and will have experience working with children in a support or lead capacity. A level of experience that satisfies the responsibilities as laid out in the job description is essential.

February 2025