

Teaching Assistant Job Description

Duties and Responsibilities:

- Assist with the coordination of pupils during extracurricular activities such as lunch breaks and revision sessions
- Guide and monitor pupil progress to identify areas that require improvement
- Support the emotional, physical, and social development of pupils
- Prepare classrooms prior to lessons; they also clean up afterwards
- Help teachers in preparing materials that meet the development requirement of children
- Organize and supervise pupils during project and sporting activities
- Mark and grade children's homework and classroom exercises
- Attend to upset and ill children to ensure they receive proper attention
- Implement punitive measures to correct ill behavior and address indiscipline
- Assist physically or mentally challenged pupils with their feeding and personal hygiene
- Develop programs to enhance learning for children whom English is not their first language
- Support pupils in reading, writing, and understanding difficult subjects like math
- Accompany children on field trips and outings to ensure they are coordinated
- Keep track of pupil attendance as well as monitor children during tests
- Set up and operate classroom equipment such as projectors, tape players, and computers
- Supervise students to ensure they engage in learning during lessons
- Perform administrative functions of preparing classroom resources.

Teaching Assistant Requirements – Skills, Knowledge, and Abilities

- Education and Training: To become a teaching assistant, you require a minimum of a high school diploma; however, having a college degree will increase your job prospects. You can obtain qualifications such as Level 2 certificate for teaching assistants or NVQ Level 2 for teaching support in order to boost your resume
- Respect for Diversity: Teaching assistants are able to teach and instruct a class consisting of multi-ethnic pupils
- Team-work Skills: They are able to work with lead teachers to coordinate and instruct school children
- Organizational Skill: They are adept in controlling and organizing the activities of kids to enhance academic and social development.