



GRACE ACADEMY

Grow in Grace

Job Description – Teacher Aide

Purpose
To carry out professional duties and to have responsibility for an assigned class. To assist with the day-to-day work and management of the class and the safety and welfare of the students, during on-site and off-site activities. To promote the vision and objectives of the school and maintain its philosophy of education.

Main duties and responsibilities
<ul style="list-style-type: none">• To assist with creating and manage a caring, supportive, purposeful, and stimulating environment which is conducive to children's learning.• To always try to understand, appreciate, love, and serve the students entrusted to me for instruction.• To assist with planning opportunities to develop the social, emotional, and spiritual aspects of students' learning.• To assist with the planning and preparing of lessons to ensure breadth and balance in assigned subject areas and to identify clear teaching objectives and learning outcomes, with appropriate challenges and expectations.• To assist with maintaining good order and discipline among the students, safeguarding their health and safety.• To assist with organizing and managing groups or individual students ensuring differentiation of learning needs, reflecting all abilities.• To assist with maintaining a regular system of monitoring, assessment, record-keeping and reporting of children's progress.• To help ensure effective use of support staff within the classroom, including parent helpers.• To collaborate with other teachers and staff, offering suggestions or ideas as related to teaching strategies or methodology as needed and to be part of a whole school team, actively involved in the evaluation and development of policies and programs of study, teaching materials, resources, and methods of teaching.• To participate and volunteer at fundraising events when possible.