



# American International School of Lusaka

Every student thrives

## Vacancy: Primary Teaching Assistant

### Job Purpose:

The Teaching Assistant's primary responsibility is to support each student's needs academically, socially, emotionally and physically. The Teaching Assistant will strive to do everything he/she can to ensure a student fulfills their potential. Teaching Assistants at AISL commit themselves to promoting the values and philosophy of the School as well as that of the International Baccalaureate Program. The Teaching Assistant strives to achieve and maintain the highest professional standards at all times.

### Qualifications/Attributes:

- Education qualifications (degree, diploma, certificate, professional coursework)
- Experience working with young children ages 3-5 in a classroom setting
- Organizational ability, initiative, and interpersonal skills
- Experience using technology applications that enhance student learning
- Willingness to make a positive difference in the lives of students
- Strong verbal and written communication skills

### Performance Responsibilities

#### Supporting Student Learning

- Demonstrates flexibility and responsiveness to teacher, student and classroom needs to support student learning.
- Follows and/or responsively modifies the instructional plan, as appropriate, to ensure student learning.
- Documents student learning regularly in a way that contributes to student progress.
- Takes initiative in managing student behavior in a proactive and positive way.
- Engages with students as a way to model positive interactions and proactively respond to their needs.
- Attends and participates in professional development sessions and puts what is learnt in those sessions into practice in the classroom.
- Uses and supports students with the use of information technology in the classroom.

#### Professional Responsibilities

- Demonstrates the highest professional standards of honesty, integrity, and confidentiality in interactions with colleagues and members of the school community, both in school and outside of school, as outlined in the IB Learner Profile.
- Adheres to the timings of the work schedule (7:00-15:30 Monday-Thursday; 7:00-13:30 Friday), or as required to support the needs of the program (i.e. extended hours on Conference Day, school events, overnight trips, etc.)
- Is punctual for supervision duties.
- Maintains and organizes classroom resources and the physical space of the classroom in order to best meet the needs of the program in collaboration with the classroom teacher.
- Regularly attends and contributes to grade-level planning meetings and full faculty meetings.
- Is aware of where students are at a given time in the school day (i.e. transitions, dismissal, etc.)
- Assumes other job-related responsibilities as assigned by the classroom teacher or a member of the leadership team (Principal, Assistant Principals, Primary Years Programme Coordinator).

### Reports To: Principal / Assistant Principal

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Lusaka, Zambia  
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www.aislusaka.org  
info@aislusaka.org



## **Application Procedure**

The review of applications will begin as soon as they are received. Only short-listed candidates will be contacted. Candidates should note that, in the event an outstanding applicant is identified early in the search process, AISL reserves the right to make an appointment and to bring the search to a close.

Applicants should send the following to [hr@aislusaka.org](mailto:hr@aislusaka.org) and mention 'Primary Teaching Assistant' in the subject line:

1. A cover letter explaining how your qualifications and experience supporting student learning align with the job description above. Please provide examples of how this looks in your current or recent school setting (not to exceed one page)
2. A current résumé or curriculum vitae (not to exceed two pages)
3. A philosophy of education including your beliefs on how young children learn (not to exceed one page)
4. Contact details for three references to include name, email address, phone number and number of years this person has supervised you professionally:
  - o Current supervisor
  - o Supervisor from previous school
  - o Additional supervisor from previous school or a professional reference that can speak to your work with young children if not in a school setting

**Applications should be addressed to Darlene Huson, Primary Principal.**