

Title	Teaching Assistant		
Directorate or Region	Europe	Department/ Country	Bucharest, Romania
Location of post	Bucharest	Pay	15 RON gross per hour 20 RON gross per hour after one year
Reports to	Teaching Assistants and YLSO Coordinator	Duration of job	Academic year 2019-2020 (until June 2020)

Purpose of the programme:

This is a learning opportunity for people working or planning to work with children or in the educational field, about how children learn and about teaching methods. Teaching Assistants provide support to teachers and Young Learners aged 3 to 11 in class, in order to ensure that learners are safe, and use the British Council services effectively while on the British Council premises.

Context and environment:

British Council Romania teaches a range of Young Learner courses in our centres in Bucharest, as well as in shared partner premises. Young Learners currently make up approximately 75% of our students. We use Teaching Assistants for students aged 3-5 (Learning Time with Timmy), 6-7 (Primary Infants) and 8-10 (Primary Plus).

The on-site classes are held in our teaching centres on:

- 14 Calea Dorobantilor
- 2 Mendeleev Street (metro station Romana).

Our partner locations are:

- Liceul Teoretic Național (in 14 - 18 Buzești Street)
- SEB Primary School (in 22 Martisor Street)
- School 179 (in 34 Ardealului Street)
- Planeta Copiilor (in 3-11 Gabriela Szabo Street)
- Step by Step (in 10-14 Plugariilor Street)

The length of our classes is 60 minutes (for Learning Time with Timmy & Primary Infants) or 90 minutes (for Primary Plus). Lessons take place Monday to Saturday, **twice a week (Tuesday & Thursday or Wednesday & Friday)**, or **once a week** (a double lesson on **Monday**, or on **Saturday**). Some classes will be in the morning, but most of the classes are **from 13:00 to 20:30, Monday between 14.00 and 21.00 and Saturday between 9:00 and 16:30**. The schedule is flexible:

1. 6 hours per week, preferably one after the other and distributed on 2 days (Tuesday & Thursday / Wednesday & Friday)

2. 14 hours per week, from 13:00 – 20:30, Tuesday & Thursday / Wednesday & Friday/ Monday & Saturday

Our academic year is September to June, and we encourage Teaching Assistants to stay with us until the end of the academic year. Our holidays are usually at the same time with state school holidays, and teachers and Teaching Assistants can only take time off during these scheduled holidays. Although flexible, this programme is a commitment. We allow absences only for serious reasons (illness, exams etc.)

Accountabilities:

Safety and security for all young learners attending the British Council
Positive feedback from YL students, parents, teachers and other stakeholders

Responsibilities:

- Be familiar with the policies and practices of the teaching centre, particularly in the area of child protection, and share in collective responsibility for their implementation.
- Demonstrate the positive values, attitudes and behaviour expected from children and young people.
- Have commitment to ensuring that all young learner students behave appropriately and can enjoy and benefit from their attendance at the British Council.
- Establish fair, respectful, trusting, supportive and constructive relationships with young learners.
- Have a commitment to collaboration and co-operative working with teaching centre staff and parents/guardians of young learners.

Main duties: There are four main areas of the Teaching Assistant role:

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| 1. | <p>Offering class support to the teacher and the students with whatever they may need. Most common class tasks are:</p> <ul style="list-style-type: none"> • Monitoring students during activities; • Error correction/ checking homework; • Clarifying task/ whatever questions students may have; • Helping the teachers demonstrate tasks; • Playing with a child who doesn't have partner; • Handing out supplies (scissors, glue, etc.). |
| 2. | <p>Ensuring that the British Council Child Protection rules are followed, by</p> <ul style="list-style-type: none"> • Helping the teacher at the end of the class to check the collection cards. • Taking students to the Kids' Corner (where they have adult supervision), if guardians are late. • Accompanying children on our premises when they need to leave the room during class time. • Monitoring the children's interactions and informing the teacher when necessary (in cases of bullying etc.). |
| 3. | <p>Translating for the teachers and parents, after the class if necessary, and during Parents' Weeks.</p> |

4.	Covering for other TAs who cannot come to their own classes due to sickness/ exams.
Occasionally, Teaching Assistants help with administrative tasks / events organized by the British Council.	
Key relationships:	
<u>Internal:</u>	<u>External:</u>
<ul style="list-style-type: none"> • Teachers; • Other Teaching Assistants; • Teaching Centre management team; • Customer services staff; • Security staff; 	<ul style="list-style-type: none"> • Students; • Parents; • Partner schools;
Other important features or requirements of the job:	
Please indicate if any security or legal checks are required for this role.	The successful candidate will need to submit a recent Criminal Record Check (Certificat de Cazier Judiciar) and the email addresses of 3 referees that we can contact, out of whom at least one has seen them working with or interacting with children.
<p>The British Council believes that all children have potential and that every child matters – everywhere in the world. The British Council affirms the position that all children have the right to be protected from all forms of abuse as set out in article 19, UNCRC 1989.</p>	

Person Specification			
	Mandatory	Desirable	Assessment stage
Behaviours	<p>Working together (essential) Establishes a genuinely common goal with others</p> <p>Connecting with others (essential) Makes regular opportunities to understand others better</p> <p>Being Accountable (essential) Takes personal responsibility for results of actions and accepts feedback.</p>	<p>Making it happen (essential) Delivers clear results and develops himself/ herself.</p>	Interview
Skills and Knowledge	<p>C1/C2 level of English</p> <p>C1/ C2 level of Romanian</p> <p>Good interpersonal skills</p>	First aid training	Application and interview

	Ability to communicate effectively with children, young people, colleagues, parents and carers		
Experience	Experience of working with children aged 3-10 in a formal or informal environment*, not necessarily in English. <i>*such as teaching, private tutoring, supervising, baby-sitting, etc.</i>	Experience of working with children aged 3-10 years in a formal or informal environment, in English. Experience with children with Special Educational Needs.	Application and interview
Qualifications	High-school graduate University degree (completed or in progress).	University studies (completed or in progress) in languages, childcare, psychology or child education.	Application
Working together (essential)	<ul style="list-style-type: none"> Follows the teacher's instructions Replies to emails/ phone calls/ what's up messages in time Sends payment vouchers and other administrative documents on time Covers for other TAs when available Is respectful towards students and parents, other TAs and the British Council staff Helps when available with events 		
Connecting with others (essential)	<ul style="list-style-type: none"> Facilitates communication between teachers and parents Translates for parents and students when instructed by the teacher Checks phone/ email for messages from TA Coordinator Asks questions when they don't understand 		
Being accountable (essential)	<ul style="list-style-type: none"> Is punctual Comes to classes as agreed Is absent only for serious reasons (exams, sickness, emergencies) Informs the TA Coordinator in advance / as soon as possible about absences Does the cover classes as agreed Complies with the internal British Council rules, safety rules, child protection rules, dress code and face to face and online behaviour code. Delivers their best work in order to meet commitments Takes feedback on board 		
Submitted by	Cătălina Niță	Date	21.10.2019