



ACS Bali

A Methodist Institution

ACS BALI: JOB DESCRIPTION

Job Title: Teaching Assistant Junior School	Time Allocation: Full-Time
Reporting to: Principal / Vice Principal Junior School	Syndicate:
Child Protection and Safeguarding Statement	
ACS Bali is committed to safeguarding and promoting the welfare of children and young people. The school expects all teaching staff, non-teaching staff and volunteers to share and uphold this commitment.	
Job Overview	
<p>With over 138 years' experience, the Anglo-Chinese schools in Asia have a well-established history of excellence in education. ACS Bali is the newest member of the ACS family opening in August 2024 on the beautiful resort island of Bali, Indonesia. ACS Bali joins the family of six ACS Schools in Singapore and one in Jakarta. ACS Bali is an international school offering the Cambridge international curriculum (Grades 1 – 10) and ultimately Cambridge IGCSE (Grades 9 & 10) and International Baccalaureate Diploma Programme (Grades 11 - 12) qualifications. It combines academic rigour with strong holistic co-curricular and pastoral care programmes.</p> <p>The Junior School Teaching Assistants are key members of the Junior School supporting the teachers, Vice / Principal and the Junior School Leadership team to develop and maintain the highest standards of academic and all-round holistic excellence in every area of school life within the Junior School. Each Teaching Assistant is an internationally-minded practitioner who can work with the classroom teacher to inspire the students in her/his class to achieve their very best in every endeavour.</p> <p>The opening of a new school is a start-up 'green field' operation. Therefore, the successful applicants will have a 'can-do' and 'hands on' attitude with wide-ranging skills in academic, pastoral, and administration areas as well as outstanding inter-personal skills. They will be expected to use their initiative and high skill set in a variety of different tasks encompassing all aspects of the school start up process. As key members of the Junior School, they play a central role in creating a strong sense of community for students, faculty and support staff from diverse backgrounds, especially so in the Junior School but also across the whole school.</p> <p>As with all staff, they are expected to support and promote the school's special Christian character as an ACS school.</p>	
Major Duties and Responsibilities	
The Teaching Assistant, Junior School's key tasks will likely include the following:	
Academic Programme	
<ul style="list-style-type: none">• Work with and alongside the class teacher to create a culture of high expectation and challenge within the class (plus in the wider syndicate) in line with the philosophy and policies of the Junior School.• Teach the class as needed and within their capabilities, at the direction of the classroom teacher (or the Principal / senior staff in the absence of the teacher).• Independently teach local curriculum subjects such as Bahasa Indonesia and Pancasila, and other curriculum subjects as able.• Support students of all academic abilities to make good progress and achieve to their potential.	

- Informally monitor, plus support and encourage the learning of every student in order for her/him to reach their potential in every area of the curriculum and co-curriculum.
- Support the classroom teacher to assess and evaluate the learning of every student using both formative and summative assessments.
- Participate in professional development activities to keep abreast of current trends and approaches which have an impact on teaching, learning, students' rates of progress and the standards they achieve.
- Be an active role model as a lifelong learner.

Co-Curricular Activities

- Taking one CCA per semester is expected of all teaching staff.
- Incorporate the ACS House system into the internal CCA programme and in class activities as appropriate.

Pastoral Care

- Work with the classroom teacher to provide proactive pastoral care support to meet all students identified needs, liaising promptly with parents as necessary.
- Support and contribute to an effective student behaviour management system both in class and around the school.
- Refer any issues beyond their level of care to the classroom teacher, senior leader or Kepala Sekolah.

Performance Indicators

The following indicators are a guide to being successful in this role:

- Individual students in their care progress according to their ability over the course of the year.
- There is evidence of effective communication with the classroom teacher, parents and students
- The students enjoy being in class and at school.
- There is effective teaching and learning within the subjects that they are responsible for.
- Feedback from appraisal indicates general satisfaction by all stakeholders regarding the tone of the class and the progress of the students, plus support of the school's educational aims and individual success.

Qualifications

- A relevant tertiary qualification.

Experience and Skills

- Excellent written and verbal communication skills in both English and Bahasa Indonesia.

Personal Attributes

- Be always an effective role model in all situations.
- Model servant leadership.
- Be comfortable in an international environment.
- Be able to utilise their strong interpersonal skills to unite and inspire students and staff to maximum effectiveness and outcomes.
- Fully support the special Christian character of the school.

Other Responsibilities

- Support the work of the Vice Principal, Kepala Sekolah, Principal and Board / Yayasan as required.