

*“A Boldly Diverse Learning Community that  
Inspires Curiosity,  
Embraces Challenge,  
Nurtures Personal Growth”*

## Harare International School Seeks to employ

### ELEMENTARY SCHOOL TEACHING ASSISTANT

Harare International School seeks to employ a suitably qualified and experienced **Elementary School Teaching Assistant**. All candidates must be able to demonstrate commitment to **promoting and living the school’s Vision, Mission and Values**. Interested candidates with relevant qualifications and experience will be considered. Details of the position are provided below.

Candidates are invited to visit the school’s website to learn more about Harare International School. Applications that include a CV, covering letter and the details of three traceable referees, should be sent to [recruitment@his.ac.zw](mailto:recruitment@his.ac.zw). Deadline for applications is 22 November 2019.

1 - Key Performance AREA (Objective): Weight: 60 %		
CLASSROOM PRACTICE		
Key Performance INDICATORS		Performance Standards
1	<b>Daily responsibilities:</b>	All tasks are carried out under the instructions of the Teacher and/or the Principal
1.1	Attends school activities and responsibilities punctually, timely and in line with HIS contractual obligations;	
1.2	Provides assistance to the Teacher with regard to classroom activity by participating actively in the various planning levels (such as units of inquiry);	
1.3	Assists the Teacher to set up and maintain the classroom displays and bulletin boards;	
1.4	Responds to the Teacher requests and instructions, and provides assistance to manage the classroom effectively in line with essential agreements;	
1.5	Informs the Teacher regarding Parent queries and concerns about students;	
1.6	In line with the instructions and guide lines from the Teacher, provides specific assistance by:	
	<ul style="list-style-type: none"> <li>▪ Supporting individual students or small groups of students to reinforce the learning material and/or necessary skills;</li> </ul>	
	<ul style="list-style-type: none"> <li>▪ Supporting and assisting individual or small group assessments;</li> </ul>	

	<ul style="list-style-type: none"> <li>▪ Supporting independent study, work enrichment and remedial work;</li> </ul>	
	<ul style="list-style-type: none"> <li>▪ Supporting students and teachers, when required, in specialist classes and activities;</li> </ul>	
<b>2</b>	<b>Management and care of teaching and learning resources</b>	
2.1	Operates and cares for the equipment used in the classroom for instructional purposes;	
2.2	Assists students to use the equipment or instructional materials, including technology as per HIS User Policy;	
2.3	Assists with the documentation and maintenance of class files and records;	
2.4	Participates in the procurement process for the teaching and learning resources, daily and long term.	
<b>3</b>	<b>Classroom safety and maintenance</b>	
3.1	Assists in ensuring that the classroom working environment is safe and clean and takes appropriate action when required.	

<b>2 - Key Performance AREA (Objective): Weight: 30 %</b>		
<b>STUDENT SUPERVISION</b>		
<b>Key Performance INDICATORS</b>		<b>Performance Standards</b>
1	In line with the Teacher Instructions and HIS student Standard Operating Procedures:	As above
1.1	Supervises students in a variety of settings and activities in line with 'essential agreements';	
1.2	Ensures that the students transition safely and efficiently between classes and venues as per essential agreements;	
1.3	Undertakes the required action regarding student issues and accidents in line with HIS Practice;	
1.4	Supervises the students during recess and lunch as per instructions from the Principal;	
1.5	Supervises after school activities as per contractual agreement.	

<b>3 - Key Performance AREA (Objective): Weight: 10 %</b>		
<b>HIS PROFESSIONAL RESPONSIBILITIES</b>		
<b>Key Performance INDICATORS</b>		<b>Performance Standards</b>
1	Participates in in-service and professional development in line with HIS practices and guidelines;	As above
2	Attends faculty meetings and working sessions as per instructions from the Principal;	
3	Assumes responsibility for all students on campus, and ensures the required level of ethical behaviour and confidentiality of information as per HIS Guidelines.	

## 1. Job Requirements

### 1.1 Qualifications

<b>Formal Qualifications Required</b>	<b>Essential / Desirable</b>
Entry level job	
Teaching Diploma x 2 years from Zimbabwe or equivalent	Desirable
Police clearance	Essential

### 1.2 Experience

<b>Job Related Experience Required</b>	<b>Time Span</b>	<b>Essential / Desirable</b>
Entry level job		
Teaching assistance and/or working with children/students in similar organisations	1 to 2 years	Desirable

### 1.3 Knowledge Areas

<b>Job Related Knowledge Required</b>	<b>Essential / Desirable</b>
Knowledge of child development and care	Essential
Knowledge of classroom procedures, etiquette and activities	Essential
Knowledge and appreciation of diverse cultures	Essential
Fluent in two or more languages	Desirable
Knowledge of the IB PYP Programme	Desirable