Aga Khan Academy Dhaka

Job Title:	**PYP Teaching Assistant**
Department:	**Junior School**
Reporting Line:	**Principal/their designate**
Position Location:	**Dhaka, Bangladesh**
Status	**Full-time**

Purpose:
Support the PYP teaching and learning model inside and outside the classroom, according to The Aga Khan Academy's policies and procedures

Context:
The Aga Khan Academies are an integrated network of residential schools dedicated to expanding access to education of an international standard of excellence to exceptional young men and women regardless of their ability to pay. Envisaged in Africa, South and Central Asia and the Middle East, the Aga Khan Academies' foundational values include pluralism, meritocracy and civil society. Housed in spacious and attractive campuses with outstanding facilities the Academies offer the International Baccalaureate (IB) Curriculum from Primary Years to the Diploma and provide a rich opportunity for both teachers and students alike to grow both professionally and personally. The first Aga Khan Academy opened in Mombasa, Kenya in 2003, the second in Hyderabad, India in 2011, the third in Maputo, Mozambique in 2013, and the network is now expanding with the fourth Academy in Dhaka, Bangladesh.

The Academies aim to develop meritorious young men and women into homegrown ethical leaders through education of the highest international standard in purpose-built campuses. The vision and ethos of the Aga Khan Academy Dhaka is encapsulated in its mission statement that calls for a commitment to promote excellence in teaching.

The primary focus of every teacher at the Academy is to consider what the students are learning, how they are demonstrating that learning, and how to nurture students within the school community. As IB practitioners, they have the responsibility to demonstrate a commitment to the IB beliefs and values and translate them into daily classroom practice, while developing the attributes of the AKA learner profile both within themselves and their students.

Teachers at the Aga Khan Academy Dhaka also show a commitment to continually developing themselves as members of a professional learning community, and they will be expected to interact and collaborate with colleagues across the campus and contribute to the growth of the Academies network in appropriate ways, through mechanisms such as virtual planning exercises and teacher exchanges.

Teaching Assistants are educators who, do not necessarily have PYP experience, and are appointed to work with, and under the mentorship, of the classroom teachers

Main responsibilities:

- Collaborating in the planning and implementation of a daily instruction programme under the guidance of the homeroom teacher.
- Assisting with the dual language approach in the Academy, according to the Academy's Language policy.
- Providing, under the supervision of the homeroom teacher, extra assistance to students with special needs, such as: a newly arrived non-English-speaking student, or students with high learning expectations or in need to develop social skills.
- Observing and developing strategies that embrace student inquiry and assist in the differentiation of activities to meet the needs of all students.
- Assisting the homeroom teacher in the authentic assessment of students, including the maintenance of records to track student progress.
- Assisting the homeroom teacher in the safety and security of each student in the classroom and around school at all times.
- Integrating the Aga Khan Strands into all support activities and interactions with students and colleagues.

- Actively and collaboratively participating in the life of the Academy as a whole, in and out of normal school hours.
- Displaying and modelling professionalism.
- Participating actively in the Appraisal for Growth process as a member of the Academy's professional learning community.
- Willingness to supervise students for PYP exhibition.
- Willingness to attend fieldtrips or educational visits and to help organize these as appropriate.

SPECIFICATIONS (Candidate profile):

Required Attributes:

- Knowledge and understanding of education in alignment with the IB programmes.
- Excellent interpersonal skills and the capacity to interact well and communicate effectively with students, parents, and colleagues within a diverse and pluralistic society.
- A team player with the ability and willingness to develop effective skills and attitudes in other adults, including colleagues.
- Commitment to inspiring and motivating students and teachers regarding their personal growth and academic attainment.
- Self-starter, able to initiate ideas and act proactively.
- A positive 'can do' attitude and the flexibility necessary to thrive in a start-up environment.
- Demonstrate commitment to technology integration driven by pedagogy.
- Proven ability to administer sensitive information.

Education:

- Bachelor's degree in an education related field.
- Professional Teaching Qualification.

Valued additional assets:

- Intercultural appreciation and sensitivity. Able to appreciate diverse cultural contexts and perspectives and use them to enrich the educational experiences of the students.
- Commitment to the co-curricular life of the academy is expected.
- Willingness to engage with faculty members across the school.

Skills:

Experience and Technical Skills

- Previous educational experience in the primary age range, corroborated with references; desirable IB experience.
- Comfortable and adept with information technology.

Other Skills and personal traits

- Excellent command of English and preferably Bangla – both written and oral.
- Knowledge and understanding of Bangladesh cultures.

LEVEL OF RESPONSIBILITY:
Budget: N/A
Direct Reports: N/A

KEY RELATIONS:

Internal relations:

- Students
- Principal
- Head of Academy
- Faculty
- Administrative staff

External relations

- Parents
- Local Community