



Southpointe  
ACADEMY

## Job Posting Notice

May 18, 2017

Southpointe Academy, an independent, K-12, university-preparatory school invites applications from individuals who wish to join our dynamic team. Located in Tsawwassen, BC, the school is home to 545 students and a faculty and staff of over 70 teachers and support staff. Our graduates attend the top post-secondary schools in Canada, U.S. and the U.K. The school is an authorized International Baccalaureate Primary Years Programme (IB PYP) school and is in the process of applying to offer the International Baccalaureate Middle Years Programme (IB MYP). We currently have the following vacancy:

### Support Staff Opening

|                       |  |
|-----------------------|--|
| <b>Position:</b>      | Teacher Assistant (Instructional)                        |
| <b>Division:</b>      | Junior School  |
| <b>Status:</b>        | 10 Month Employee  |
| <b>Hours of Work:</b> | 7:45am to 3:45pm on days in which students are in school |
| <b>Hourly wage:</b>   | \$25.13/hour   |
| <b>Start Date:</b>    | August 25, 2017  |
| <b>Reports to:</b>    | Junior School Principal                                  |

**Primary Accountability:**

Working collaboratively with Junior School teachers, support staff and other teacher assistants, and under the management of the Junior School Principal, a teacher assistant will support the needs of teachers by supporting students with learning tasks, organizing the learning environment, providing pastoral care for students, and/or performing other duties as assigned by teachers, the Junior School Principal. As a key member of Junior School staff, teacher assistants will contribute to the development and overall improvement of the Junior School and Southpointe Academy. Furthermore, a teaching assistant will see him/herself as an important part of the school community, interacting with colleagues from across the school. As Southpointe Academy has a strong focus on information and communication technologies, teacher assistants will be competent and confident users of computer applications relevant to both classroom administration procedures and the instructional program.

**Key Duties and Responsibilities:**

**1. Teaching and Learning**

- Work in classrooms with small groups and individual students
- Recognize a variety of levels of language competency and maintain constant awareness of the needs of English language learners
  - Ensure students are actively engaged in their own learning
  - Empower students to feel responsible and take action

- Support teachers in the pursuit of open-ended inquiry and real-life investigations
- Accommodate special needs of students as directed
- Note: Teacher Assistants are not responsible for assessment of students or reporting on student progress to parents

## **2. Management**

- Assist in organizing events specific to grade/class/subject area
- Provide meaningful and timely communication to classroom teachers and grade/subject area leaders
- Assist in monitoring student attendance, behavior and progress
- Inform the appropriate “person of responsibility” of issues or concerns regarding parents, staff or students
- Initiate and take responsibility for classroom displays as directed
- Create and prepare teaching resources as directed
- Maintain resources and storage areas as directed

## **3. Professional Appraisal and Development**

- Engage in professional development in order to better understand the needs of students and the Teaching and Learning Programme
- Actively participate in constructive professional appraisal
- Seek and act upon constructive feedback and advice

## **4. Involvement in the Wider School Community**

- Take an active role within the school community by making a conscious effort to interact with all staff and be aware of current school events and initiatives
- Positively support school initiatives organized by staff, students or parents through active participation and promotion within classrooms
- Promote school unity by attending staff social functions when possible
- Attend special events such as Curriculum Night, concerts, sports day
- Attend school camps, experience trips and field trips as required
- Assist in the preparation of assembly presentations
- Attend and actively participate in scheduled meetings
- Take an active involvement in committees and extra-curricular activities
- Actively supervise students during recess, lunch break, or at other times as required
- Take positive action to ensure the school is clean and well maintained, classrooms are neat and attractive and displays in classrooms and general purpose areas reflect the pursuit of excellence

At times Teacher Assistants may be requested to take on further duties as requested by their supervisor or the school administration.

### **Requirements:**

- Ability to provide care and mature guidance to children
- Have relevant work experience with children, preferably in a school setting

### **Preferred Qualifications:**

- Early Childhood Certification
- BC Teacher Certification

All applicants will agree to have a Criminal Record Check. Please submit your application with all supporting documents (cover letter, resume and at least two letters of reference from past supervisors) to [careers@southpointe.ca](mailto:careers@southpointe.ca).

We thank all applicants for their interest in working at Southpointe Academy. However, please note that only shortlisted candidates will be contacted. Southpointe is an equal opportunity employer.

For more information on our school, please see our website at [southpointe.ca](http://southpointe.ca).