



**St. Nicholas**

*A Unique Learning Adventure*

St. Nicholas School is located in Pinheiros, a cosmopolitan, attractive and busy part of São Paulo. The school is a vibrant, stimulating and happy multi-cultural environment for 680 pupils from 18 months to 18 years old and coming from all parts of the globe. International students make up a large percentage of the overall school population and International mindedness is promoted and celebrated. The school provides a balanced, challenging and 21<sup>st</sup> Century relevant education for its diverse body of students, most of whom are studying in English as an additional language. Technology plays an increasingly important role in education and the students are encouraged to bring and use their devices for learning.

## **Mission**

**To ignite a passion for learning, from our hearts, to others, for the world**

### **Classroom Teacher Assistant**

#### **Responsible to:**

Headteacher  
Head of School  
Class teacher

1. To help the class teacher in the delivery of lessons. To be informed of all planning prior to the start of the day.
2. To help teacher prepare classroom materials and displays.
3. To perform break and lunch duties as required by the head of school.
4. Be aware of the school regulations and help maintain these standards.
5. To substitute for the teacher in the case of absence.
6. To help the class teacher to get the classroom ready before School starts. To be responsible for the preparation of the classroom on a daily basis and help keep it organised.
7. Help with home school communication by checking diaries and bringing any issues to the teachers' attention.
8. To help with individual reading on a daily basis by ensuring reading books are changed and records kept up to date.
9. To give practical help to the teacher with classroom management.
10. To attend in service training and meetings when appropriate.
11. Report to the Head of School if they have any difficulties performing their duties.
12. Keep total confidentiality on School and Class matters at all times in and out of School.

- Working hours for Assistants are:  
7.45 am to 15.45 pm Full Time  
7:45 am to 12:30pm Part Time
- Assistants may be required to work on the occasional Saturday to help with School programmes.