



International School of Kenya

Empowering students to create solutions for tomorrow's challenges

ISK JOB DESCRIPTION / RECRUITMENT PROFILE

Art Teaching Assistant

Mission: *ISK inspires and nurtures passion, creativity and ambition in pursuit of a better world.*

Vision: *Empowering students to create solutions for tomorrow's challenges*

Reports To: Art Teacher

Scope of Responsibilities:

The Art Assistant's primary responsibility is to ensure the success of each student by supporting the teacher and students and maintaining the orderly running of the visual art studio. This will entail supervising instruction under teacher guidance and maintaining classroom management; supervising and guiding students in the use of appropriate materials and techniques; storing and maintaining and preparing resources; and, encouraging and facilitating effective use of the materials and space by students.

Specific Roles/Responsibilities:

- Managing the ceramics area: ordering local clay, loading, running and unloading the kiln. Working with small groups of students on the wheel.
- Working with individuals or small groups of students and using techniques under the guidance of the classroom teachers.
- Communicating regularly observed behaviours of the students: progress made, incidents that need additional attention, and any further information that needs follow up.
- Keeping the art rooms, workshop area and storage rooms tidy, functional and well organised.
- Carrying out class prep, set-up, break-down, clean-up and other classroom-related errands as requested.
- Helping with unloading and organising of overseas materials orders. Keeping track of supplies and materials.
- Accompanying and assisting teachers on class field trips if requested.
- Assisting and coordinating workers during exhibition set-up and break-down.
- Monitoring exhibits daily for maintenance needs.
- Communicating with tech support regarding non-effective tech equipment. Organising and managing repairs and servicing of equipment.
- Monitoring local supplies and communicating ordering needs to the department head, when necessary.
- Performing other duties as may be reasonably assigned by Art Teachers, HOD, or Principals.
- Taking initiative for the smooth running of the classroom environment.

Overall Responsibilities:

- Collaborating with colleagues.
- Communicating regularly with the classroom teachers.
- Attending relevant departmental, divisional and K-12 professional meetings as necessary.
- Promoting a positive learning environment.
- Assuming responsibility for meaningful professional growth.

Required Qualifications, Skills and Qualities:

- Minimum High School Diploma
- Educational certificate preferred
- Minimum 2 years relevant teaching experience
- Fluent English speaker with proficient writing skills
- Ability to write legibly in English
- Has a professional and ethical approach to work
- Genuine interest in visual arts and crafts
- Knowledge of ceramics, glazes and kiln
- Knowledge and interest in painting, drawing, printmaking, textiles and design
- Computer and technology literate
- Ability to spell at an acceptable standard
- Should be familiar with the curriculum
- Commitment to continuous personal growth.
- Commitment to Mission and Educational Aims of ISK.

Preferred Qualifications, Skills and Qualities:

- Student-centred and nurturing personality
- Commitment to collaborative planning
- Flexibility and creativity
- Showing initiative and the ability to work independently
- Basic Math skills
- Typing skills

Contract Hours:

- Contract is 40 hours per week
- All Teaching / Professional Development Days, plus 10 days are required workdays, the total will be approximately 198 days per year, holidays will be all school scheduled.

EDUCATIONAL AIMS

