



JERUDONG INTERNATIONAL SCHOOL invites suitably qualified Citizens and Permanent Residents of Brunei Darussalam to apply for the following position:

## **Individual Support Assistant**

The successful candidate will work with young students who have special educational needs on a one to one basis in the classroom. The position is parent funded and on termly basis.

### **Requirements:**

- Good level of spoken and written English is essential
- Experience of working with students who have specific learning difficulties is an advantage

**To apply, please complete the Application Form to be found in the Employment Section on the school website ([www.jis.edu.bn](http://www.jis.edu.bn)), where you will also find further details of the post. Please ensure that your CV includes a recent photo and full contact details (including email address) of two professional referees.**

**Closing Date: Friday, 13<sup>th</sup> September 2019**

### *Safeguarding*

*Jerudong International School is committed to safeguarding and promoting the welfare of all students in its care. Successful candidate must be willing to undergo comprehensive child protection screening, including an enhanced criminal record disclosure and other standard pre-employment safeguarding checks.*

## **JOB DESCRIPTION**

**LEVEL 1** - To work under the direct instruction of Head of Learning Support, usually in the classroom with the teacher, to support access to learning for a named child.

### **SUPPORT FOR PUPILS**

- Supervise and support the named child ensuring their safety and access to learning
- Establish good relationships with the pupil, acting as a role model and being aware of and responding appropriately to the individual's needs
- Promote the inclusion and acceptance of the pupil
- Encourage the pupil to interact with others and engage in activities led by the teacher



- Encourage the pupil to act independently as appropriate

### **SUPPORT FOR THE TEACHER**

- Be aware of the pupil's needs/progress/achievements and report to the class teacher/Head of Learning Support as agreed
- Undertake pupil record keeping as requested
- Support the teacher in promoting good behaviour and to encourage the pupil to take responsibility for their own behaviour, promoting self-control and independence
- Gather/report information from/to parents/carers as directed
- **SUPPORT FOR THE CURRICULUM**
- Support the pupil to understand instructions
- Support the pupil in respect of the curriculum at J.I.S., as directed by the teacher
- Support the pupil in using basic ICT as directed
- Prepare and maintain equipment/resources as directed by the teacher and Head of Learning Support and assist the pupil to access its use

### **SUPPORT FOR THE SCHOOL**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure the pupil has as far as possible equal access to opportunities to learn and develop
- To be aware of what is happening day to day by checking the email/notice board/intranet page
- To work as a member of the Learning Support team in all relevant activities to contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as agreed
- Participate in training and other learning activities and performance development as appropriate
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes as agreed
- Accompany teaching staff and pupils on visits, trips and out of school activities as required

### **Experience**

- Working with or caring for children of relevant age

### **Knowledge/Skills**

- Use basic technology – computer, video, photocopier
- Ability to relate well to children and adults
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these