

Position: Class Assistant

Responsible to: Class Teacher

Purpose: to assist with student learning and classroom management in homeroom lessons on literacy, mathematics, science, and units of inquiry, and with specialist lessons (Art, Japanese, Music, and PE)

Responsibilities

1. Class assistants at OIS support the teaching of one grade with the class teacher and some subject teachers. This will include helping the homeroom teacher to:
 - prepare and maintain lesson resources
 - organise and maintain the homeroom
 - help students organize themselves, their materials and possessions effectively and safely
 - chaperone the students to and from specialist classes
 - assist individual or groups of students with lesson tasks to ensure each student's needs are met
 - manage general classroom and individual student behaviour
 - promote a welcoming, safe, and healthy learning environment and culture of caring in the class
 - work closely with the homeroom teacher in supporting the social-emotional development of the students, by sharing observations and applying strategies for teaching social skills that are agreed or discussed with the homeroom teacher
2. In lower elementary, classroom assistants may also be asked to assist students with some non-academic tasks
3. On occasions when the homeroom teacher is absent, the assistant may be asked to teach the class using the homeroom teacher's plans; a substitute assistant may be assigned to the class as support.
4. They also undertake one or more recess supervision duties during the week, and assist homeroom teachers with school events, trips, and activities
5. Classroom assistants are expected to demonstrate and encourage students to develop and exhibit the qualities that are embedded in the OIS Mission Statement: to be *Informed, Caring, Creative Individuals Contributing to a Global Community*.

Classroom assistants are not required to assess students.

Please note: additional responsibilities may occasionally be discussed with the classroom assistant depending on the needs of a specific class or student. These will only be added to the list of responsibilities with the classroom assistant's agreement.

Qualifications

Experience working with elementary age children in a school setting, and credentials or training in pedagogy is strongly preferred. Adaptability to a variety of tasks depending on the needs of the students, and the ability to cooperate and coordinate effectively with colleagues, is essential.

Salary and benefits

Please note that this is an hourly-wage position. Foreign applicants should have appropriate visa status through a spouse or other means.

Application

Please apply online through the school's [website employment page](#), including a single attachment comprising: a letter of application which addresses the specific post criteria above, and a resume that includes the names, email addresses and contact telephone numbers of three referees, including most recent supervisors.