



FUKUOKA INTERNATIONAL SCHOOL  
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Nov 11, 2024

## Vacancy Announcement

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**Job Title:** Classroom Teacher Assistant (Part-time)

**Collaborate with:** Classroom teacher & Elementary School Assistant Principal (ES AP)

**Start Date:** January 2025

### Introduction:

Fukuoka International School embodies its guiding principles of INCLUDE, EMPOWER, and IMPACT, striving to uphold them at all times. As representatives of the school, Teacher Assistants are expected to embrace and promote Fukuoka International School's mission with utmost professionalism.

Teacher Assistants play a crucial role in supporting the class teacher and are considered integral members of the teaching team. While the teacher holds the primary responsibility for organizing academic programs, Teacher Assistants have significant responsibilities for the students.

To foster a strong sense of belonging, Teacher Assistants are encouraged to actively engage in all aspects of school life. They assist the teacher in both educational and organizational tasks, contributing to the overall functioning of the classroom.

Collaboration between the teacher and Teacher Assistants is key to their effectiveness. Regular collaborative planning and evaluation sessions should be scheduled a few times a week. During these sessions, the teacher provides clear instructions to the Teacher Assistants regarding educational and organizational tasks.

As part of their role, Teacher Assistants are entrusted with promoting and safeguarding the welfare of the children and young people they work with. They are expected to comply with the relevant Safeguarding and Child Protection Policy and Procedures at all times. If, while carrying out their duties, a Teacher Assistant becomes aware of any instances where a child is experiencing or at risk of significant harm, whether at school or at home, they must promptly report their concerns to Fukuoka International School's Safeguarding Lead, Deputy

[fis.ed.jp](http://fis.ed.jp)

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Safeguarding Lead, or the Head of School. This ensures appropriate referrals can be made to relevant third-party services.

### **Specific Responsibilities:**

The specific tasks vary with the needs and age of the children, but may include:

- Assisting individual students or small groups of students under supervision of the teacher. The teacher assistants may assist in activities like writing, reading, mathematics, supervising students working in groups.
- Implementing the daily programme for assigned children, planning and coordinating with the classroom teacher.
- Assessing children and recording assessments as directed by the teacher.
- Assisting the teacher with making and preparing materials, mounting displays, making copies, filing student work, keeping the classroom tidy and well organized.
- Displaying children's work around the classroom.
- Supervising children while eating lunch or a snack, and during recess.
- Accompanying children to and from specialist classes.
- Any other duties that may, from time to time, reasonably be required within the general level of responsibility of the post.

Such other responsibilities and tasks as assigned and directed by the ES AP, Principal and Head of School.

### **Working Hours:**

Mondays - Fridays, 08:00 to 15:45, with a 60 minutes scheduled break on school days, following the school calendar.

Interested candidates should submit a **copy of their latest resume and cover letter with the email subject title 'Application for Classroom Assistant'**, addressed to Robin Schneider, Head of School, at [hadmin@fis.ed.jp](mailto:hadmin@fis.ed.jp).

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