

## **KIS International School Reignwood Park**

### **Job Description: Educational Assistant - IB Primary Years Programme (PYP)**

#### **Position Overview**

Educational Assistants at KIS International School Reignwood Park are expected to give the highest possible standard of care and ensure the quality of teaching and learning is commensurate with the world class standards and practices of the IB Primary Years Programme.

Educational Assistants work closely with teachers to ensure students develop the skills, knowledge and attributes they need to excel, not only academically, but also in their personal growth as internationally minded citizens. The Educational Assistant is one who loves to engage in collaborative and effective teamwork and puts student learning and wellbeing at the heart of everything they do.

#### **Employment Arrangements:**

- Full-time contract / 2 years contract
- 5 working day per week / 7:30-16:30
- School holidays as teaching staff as well as 2 additional weeks before and at the end of the academic year

#### **Academic & Professional Qualifications**

Bachelor Degree in Education (or equivalent) strongly desired

#### **Skills, Experience, & Attributes Sought**

- At least 2 years of experience teaching in an Early Years or Primary School learning environment (preferably in an international setting)
- Understanding of child development and quality age appropriate pedagogy
- Strong communication skills
- Values collaboration and teamwork
- Good sense of humor and positive outlook
- Patient, flexible and caring colleague

- Strong work ethic
- An understanding and commitment to safeguarding and child protection policies and procedures

**Key Responsibilities:**

**Supporting Learning:**

*The Educational Assistant is responsible for assisting with and supporting instructional strategies and classroom support that meet the needs of each student by;*

- Collaborate with teachers to provide age-appropriate learning engagements and a learning environment that stimulates and empowers learners
- Work with individuals and small groups of students to differentiate learning to meet a student's individual needs, interests and passions.
- Empower students to ensure that they develop strong English language skills as well as promoting the importance and development of their home language.
- Support the development of international-mindedness, global citizenship, and all the attributes of the IB learner profile within the curriculum.
- Support students in using technology as a tool to enhance teaching and learning, developing learners as skilled and knowledgeable digital citizens.
- Actively supervise play and learning activities along with teachers.
- Promote and foster student reflection and independence as part of the learning experience.
- Foster a stimulating learning environment with high expectations based on understanding and respect.
- Empower students to develop agency and take action ethically.

***Collaborative Planning:***

- Attend and actively contribute to weekly collaborative planning meetings as requested.
- Work collaboratively with colleagues to develop and resource teaching and learning experiences.

***Communication:***

- Demonstrate clear and open communication based on understanding and respect.
- Develop and maintain clear lines of communication with colleagues, parents and the wider school community, utilizing the schools digital tools and software effectively.
- Check school email at least twice daily and use professional etiquette when communicating with all members of the school community in a timely manner.
- Respond to email within 24 hours of receipt.
- Providing a link where necessary in consultation with the teacher, between parents and teachers, supporting with translation as necessary.

***Wellbeing:***

- Be familiar with the KISRP Child Protection policy and associated procedures.
- Support wellbeing routines including bathroom routines, swimming preparations and teeth brushing as requested by the teacher.
- Help to ensure that learning and play areas are a safe and healthy environment for students.
- Assist with nap-time routines and other supervisory duties such as eating and outdoor play duties, being aware that all students are everyone's responsibility.

***Community and Culture:***

- Participate in professional learning, staff meetings, school and community events as required by the school.
- Participate in and share professional learning experiences that support the school's mission and vision, aligning individual and school goals to foster and support a culture of continuous improvement.
- Contribute to the wider life of the school via the house system, working parties, committees, sports teams, after school activities or other events and/or areas that help to develop a positive school community and culture.

- Possess a positive disposition, model a growth mindset and is optimistic in the face of challenges.
- Work to foster strong, trusting and positive relationships between local and expat staff within the school, being respectful and tolerant of cultural differences.
- Be a happy and hardworking member of the team.

*We are committed to child protection and follow the Safe Recruitment Practices recommended by the International Task Force on Child Protection.*

**Developed:** 15 March 2024

**Approved:**

**Reviewed:**