

Learning Support Assistant

Job start: 1 January 2026

Location: Basel, Switzerland

Contract type: 83%

Contract term: Indefinite

We are looking to appoint a **suitably qualified Learning Support Assistant** to start on 1 January 2025. Core hours (83%): Monday to Friday 7.30 - 15.00. Must have:

- The right to work in Switzerland (Swiss and EU nationals and current permit holders)
- Fluent in English
- German language desirable

Main Duties and Responsibilities

- Classroom Support
- Social and Emotional Support
- Collaboration & Communication with the class teacher and Head of Inclusion
- Resource Support

Please refer to the below Job Description. If you are **qualified** or have **relevant experience** in a school setting, please submit the following to the Primary Principal at jobs@ela-basel.ch:

- ELA Basel [application form](#) (CVs can be submitted but the form must be completed)
- Recent passport-style photograph
- PDF copies of appropriate qualifications and certifications
- PDF copies of your passport and permit showing your right to work in Switzerland

Please note ELA Basel is committed to safeguarding and promoting the welfare of children and expects all staff to share in this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure Barring Service or local country equivalent checks.

Find out more about ELA Basel at our website: www.ela-basel.ch.

ELA Basel is a vibrant and happy international early years day care centre and primary school offering a nurturing family environment for children aged 3 months to 12 years. It is located in the heart of Basel, Switzerland, a cosmopolitan and growing city on the border with France and Germany and is now hosting approximately 350 children. Established in 1993, the school celebrated its 30th Jubilee in 2023. ELA Basel is known and respected for offering the highest quality childcare and teaching, small class-sizes, a creative and dynamic curriculum based on the UK National Curriculum and a wide range of extra-curricular activities and wrap-around care.

For any further questions please contact our HR Team at HR@ela-basel.ch or 061 313 0580. Do not use this email address for your application.

ELA Basel Job Description

Learning Support Assistant (LSA)

The Learning Support Assistant (LSA) plays a vital role in supporting the academic, social, and emotional development of children, with the primary focus being children in Reception and Key Stage 1. The LSA is part of the Inclusion team and will work closely with the class teacher, Head of Inclusion, and other staff to provide targeted support for pupils, ensuring they receive a high-quality education in a nurturing and inclusive environment.

Main Duties and Responsibilities

1. Classroom Support:

- Assist the class teacher in delivering engaging and differentiated lessons that cater to the needs of all pupils.
- Provide individual and small group support to children, reinforcing learning and ensuring full participation in activities.
- Support children with early literacy and numeracy development through class interventions and play-based learning.
- Prepare and organise classroom resources and materials to support learning activities.
- Foster independence by encouraging children to take responsibility for their learning and development.
- To assist with the assessment of students' development by providing individualised feedback and contributing to the tracking of key students' Personalised Learning Plan goals.
- The LSA may occasionally be asked to lead the class or step in to cover a class teacher or to support students who receive 1:1 support.

2. Social and Emotional Support:

- Build positive relationships with pupils, promoting confidence, resilience, and emotional well-being.
- Support children in developing social skills, teamwork, and positive behaviour in line with school policies.
- Assist with the pastoral care of pupils, including support during transitions, playtimes, and lunch breaks.
- Help manage challenging behaviour in a supportive and constructive manner, following school behaviour policies and key students' support plans.

3. Collaboration & Communication:

- Work closely with the class teacher, Head of Inclusion, and other staff to ensure a consistent and effective approach to pupil support.
- Communicate effectively with parents and carers where necessary, sharing relevant observations and updates.
- Attend staff meetings, training sessions, and professional development opportunities as required.
- Maintain confidentiality and adhere to safeguarding policies at all times.

4. Resource support :

Support the classroom and specialist teachers with the following:

- Preparation, use and maintenance of classroom resources including creating displays, organising student learning, maintaining classroom supplies etc.
- Maintain and organise the classroom and other learning areas eg science lab, library, resource room.

Areas of Responsibility

Like teachers, LSAs take on an area of responsibility depending on the LSA's expertise and area of interest. Some examples of these responsibilities are:

- Resource maintenance,
- Library support,
- Playground activity coordination.

Learning Support Assistants may also choose to lead or support the vacation programme. This role is paid an additional functional allowance.

Professional Development

- Participate in professional development as allocated by the strategic plan.
- Complete annual safeguarding and first aid training.

Reports to:

- Allocated classroom teacher for daily duties.
- Head of Inclusion for deployment with different groups of students.
- Director for operational/HR matters.

Direct reports:

No direct reports.

Working hours

- 42 hours per week (for a 100% quota).
- Work time between 7.30 and 16.30 depending on the allocated schedule.

Note that all ELA Basel staff are expected to have their workspaces set up and ready at their scheduled start time. For example, if an LSA is scheduled to be starting at 7.30 to supervise students at the start of the day in the library, the LSA must be present and the library opened and ready at 7.30.

Compensation

- The salary for this role is awarded based on the Teaching Assistant pay scale and recognises years of experience of the employee.
- A functional allowance of CHF1000 per annum is given on top of the annual salary in recognition of the additional curriculum responsibilities of the role.

Essential skills and attributes

- Comfortable working in an international, multi-cultural environment.
- Time management for prioritising tasks and meeting deadlines.
- Reliable, trustworthy and punctual.

- Friendly and approachable for both children and adults. The successful candidate will have to undergo a police check for working with young people.
- Able to work independently to complete tasks.
- Solution-oriented - able to identify problems, prioritise, and actively work to resolve them.
- Competent with Google Workspace, comfortable in IT environment.