



JERUDONG INTERNATIONAL SCHOOL

1:1 INDIVIDUAL SUPPORT ASSISTANT

JERUDONG INTERNATIONAL SCHOOL (JIS) invites suitably qualified candidates to apply for the position above.

To apply, please complete the Application Form to be found in the Employment Section on the school website (www.jis.edu.bn), where you will also find full details of the posts or scan the QR code. Please ensure that your CV includes a recent photo and full contact details (including email address) of three professional referees.

The closing date for applications is **Friday, 10th April 2026**, although early applications would be most appreciated.

Applicants who have not been contacted by **Tuesday, 5th May 2026**, can assume that on this occasion they have been unsuccessful and are sincerely thanked by the School for their interest.

The successful applicant must be available to commence employment in **August 2026**.

Safer Recruitment

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

As part of the safe recruitment procedure, we will require the following information prior to starting work at JIS:

- Up-to-date police records
- Three references, one of which must be from the current employer.
- Please be aware that applicants may be subject to a social media and online search.

"JIS is committed to safeguarding and promoting the welfare of children, young people and colleagues."





JERUDONG INTERNATIONAL SCHOOL

JOB DESCRIPTION

Position:	1:1 Individual Support Assistant
Accountable to:	Head of Skills for Learning Faculty and Special Education Needs Coordinator (SENCo)

GENERAL STATEMENT OF RESPONSIBILITIES

Mission

Across the Jerudong International School (JIS) group of schools, we challenge ourselves, respect others and inspire positive change. We develop our schools through holistic school improvement in four interlinked key areas – Curriculum, Community, Capacity and Campus. Our student profile empowers students to think critically whilst actively engaging in lessons. We build capacity by ensuring students develop resilience by giving them opportunities to lead. We ensure students recognise their roles as global citizens alongside the many communities that exist within school.

We have three core values that epitomise our approach to holistic, international education. Each of these values leads to two areas that form our six school aims.

CHALLENGE : We challenge ourselves to step outside our comfort zones, developing our resilience now to prepare for whatever the future may bring.

RESPECT : Our strength is built on relationships that embrace diversity. This means listening with empathy and communicating kindly.

INSPIRE : We reflect, innovate and create to tackle meaningful issues. Every one of us has a responsibility to inspire positive change.

It is the responsibility of all staff to demonstrate these values themselves, with colleagues and with the students.

Role Overview

To work under the guidance of the Head of Skills for Learning Faculty/Head of Junior School Inclusion, usually in the classroom with the teacher, to support access to learning for a named child.

"JIS is committed to safeguarding and promoting the welfare of children, young people and colleagues."





JERUDONG INTERNATIONAL SCHOOL

Key Roles (subject to change and development):

A. Support for Pupils

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

B. Support for the Teacher

1. Be aware of the pupil's needs/progress/achievements and report to the teacher/Head of Skills for Learning Faculty/Head of Junior School Inclusion as agreed.
2. Undertake pupil record keeping as requested.
3. Support the teacher in promoting good behaviour and to encourage the pupil to take responsibility for their own behaviour, promoting self-control and independence.
4. Gather/report information from/to parents/carers as directed.

C. Support for the Curriculum

1. Support the pupil to understand instructions.
2. Support the pupil in respect of the curriculum at J.I.S., as directed by the teacher.
3. Support the pupil in using basic ICT as directed.
4. Prepare and maintain equipment/resources as directed by the teacher and Head of Skills for Learning Faculty/Head of Junior School Inclusion and assist the pupil to access its use.

D. Support for the School

1. 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.
2. Be aware of and support differences and ensure the pupil has as far as possible equal access to opportunities to learn and develop.
3. To be aware of what is happening day to day by checking the notice board/intranet page.
4. 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.
5. Appreciate and support the role of other professionals.
6. Attend relevant meetings as agreed.

"JIS is committed to safeguarding and promoting the welfare of children, young people and colleagues."





JERUDONG INTERNATIONAL SCHOOL

7. Participate in training and other learning activities and performance development as appropriate.
8. Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes as agreed.
9. Accompany teaching staff and pupils on visits, trips and out of school activities as required.

Child Protection Responsibilities

It is the duty of any member of staff, volunteer or visitor to JIS to report immediately to the Designated Safeguarding Lead in the event of the following:

- A disclosure of abuse from a student.
- Witnessing staff behaving in a way which is contrary to the provisions outlined in the JIS Staff Code of Conduct.
- Suspecting that a child is at risk or that abuse may have occurred.
- Concerns regarding the behaviour of any adults on school premises towards children.

In the absence of the Designated Safeguarding Lead, the Deputy Safeguarding Lead must be contacted. In the absence of either of the above, the matter should be brought to the attention of the most senior member of staff available.

"JIS is committed to safeguarding and promoting the welfare of children, young people and colleagues."





JERUDONG INTERNATIONAL SCHOOL

PERSON SPECIFICATION FOR OPERATIONS, ADMINISTRATION AND SUPPORT STAFF (1:1 INDIVIDUAL SUPPORT ASSISTANT)

Criteria	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> ● Good numeracy/literacy skills 	<ul style="list-style-type: none"> ● Other professional qualifications
Knowledge and Experience	<ul style="list-style-type: none"> ● Use basic technology – computer, video, photocopier ● Recent experience of working in a school ● Experience of working with children/young people ● Experience of relevant age group ● An understanding of the varied needs of children as they develop socially and academically ● Excellent understanding of Safeguarding and Child Protection policies and practices ● A standard of written and spoken English that supports pupils' learning ● A knowledge of behaviour management techniques that support school and classroom practices 	<ul style="list-style-type: none"> ● Experience in more than one school ● Experience of developing the practice of others ● Experience of working with children with special needs ● Proficient ICT user

"JIS is committed to safeguarding and promoting the welfare of children, young people and colleagues."



Leading Independent Schools





JERUDONG INTERNATIONAL SCHOOL

<p>Professional Skills</p>	<ul style="list-style-type: none"> ● High expectations and aspirations for pupils and staff ● Form and maintain excellent effective relationships with all in school ● Communicate effectively with all in school ● Be well organised and work within deadlines ● Be a good team player and work cooperatively in different capacities 	<ul style="list-style-type: none"> ● Experience of delivering presentations/ability to speak to groups
<p>Personal Qualities</p>	<ul style="list-style-type: none"> ● Ability to self-evaluate learning needs and use initiative ● Ability to relate well to children and adults ● Ambitious and willing to learn ● Flexible, creative and inspiring ● Caring, positive, open and honest ● Dedicated and hard working ● Citizen or Permanent Resident of Brunei Darussalam 	<ul style="list-style-type: none"> ● Champion for children ● Proactive in self-development

"JIS is committed to safeguarding and promoting the welfare of children, young people and colleagues."

