

# Bishkek International School

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## **Job Description: One-to-One Learning Support Assistant (part-time)**

Bishkek International School is a non-profit community school providing excellent international education in a safe, supportive and friendly environment. The school opened in September 2011 and now has 300 students from age 2 to 18. Fifty-five percent of our students are American, Asian and European citizens, children of employees of embassies, international organisations and international business or NGOs. Forty-five percent of students are Kyrgyz citizens. The school welcomes all students regardless of ability, gender, ethnicity, language, or religious belief and everyone is encouraged to take part in all school activities. BIS is accredited by the New England Association of Schools and Colleges (NEASC) Commission on International Education. As an IB World School we offer the IB Diploma Programme, IB Middle Years Programme (MYP), and IB Primary Years Programme (PYP). We are also a Cambridge International School, with Cambridge Assessment International Education accreditation for the IGCSE programme.

### **Responsibilities**

1. Supervise and support a specific pupil with an individual approach to learning, on a 1:1 basis in the classroom.
2. Work with class teachers to support the student in lessons and monitor progress.
3. Liaise with the Learning Diversity and Inclusion (LDI) Coordinator in order to support the student both academically and pastorally.
4. Attend any additional academic support or counselling sessions with student as necessary.
5. Develop the social and emotional skills of the student.
6. Encourage and develop greater independence in managing own learning and progress.
7. Provide a positive learning environment for the student.
8. Plan, keep and report appropriate records to school management and parents.
9. Take an active role in development of the school in partnership with the LDI Coordinator and other staff.
10. Adhere to the school's values and vision; abiding by the agreed policies and procedures to ensure provision is of the highest quality
11. Maintain knowledge of current educational theory and practice and undertake professional training in liaison with the LDI Coordinator.
12. Act in accordance with the budgets, policies, procedures, directions and decisions of the school management.
13. Act as ambassador for the school and act in a manner that upholds the values and ethos of the school at all times.
14. Maintain high quality standards in all areas of the school.
15. Respect the confidentiality of student's information and respond sensitively to student's needs providing assistance with care and welfare and with the learning activities undertaken.
16. Any other activities as agreed with management to contribute to overall development of the school.

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## Reporting

Report to the Learning Diversity and Inclusion Coordinator

## Timing and Duration

Part-time (mornings) Position available from 15<sup>th</sup> August 2022

## Requirements

- Previous experience of working with children aged 4-11 in a voluntary or paid capacity
- Experience as a Teaching Assistant or Learning Support Assistant
- Experience of working 1:1 with children
- Near native fluency in spoken and written English
- Genuine enjoyment of working with school students and proven ability to enable a wide range of children to develop their academic and social potential
- Ability to plan strategically, to set and meet deadlines and to implement plans
- Excellent interpersonal, team leadership and membership skills
- Able to communicate well with students, staff and parents and to gain their confidence and respect
- A commitment to Professional Development

## Desirables

- Familiarity with the IB Primary Years Programme (PYP)
- Additional language skills
- Prior teaching experience in an international environment
- A 'can do' attitude

## Application

- Send your application in English by email to [hr@esca.kg](mailto:hr@esca.kg)
- Include: (i) a brief cover letter summarising your suitability for the post and the reason for applying; (ii) your CV; (iii) a list of three referees with contact details.

## Deadline for Applications

- Interviews and appointment will be arranged as soon as appropriate applications are received. Early application is advised.