

# Bishkek International School

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## Job Description: One-to-One Learning Support Assistant (full 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 380 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. Support a pupil with an individual approach to learning, on a 1:1 basis in the classroom.
2. Work with the student to help the student prepare for grade 9 exams.
3. Provide targeted support outside the classroom, including but not limited to:
  - a. support with homework assignments,
  - b. ensuring that the student arrives on time to lessons,
  - c. ensuring that the student has correct equipment.
4. Work with class teachers to support the student in lessons and monitor progress.
5. Liaise with the Learning Diversity and Inclusion (LDI) Coordinator in order to support the student both academically and pastorally.
6. Attend any additional academic support or counselling sessions with student as necessary.
7. Develop the social and emotional skills of the student.
8. Encourage and develop coping skills and greater independence in managing own learning and progress.
9. Provide a positive learning environment for the student.
10. Plan, keep and report appropriate records to school management and parents.
11. Take an active role in development of the school in partnership with the LDI Coordinator and other staff.
12. Maintain knowledge of current educational theory and practice and undertake professional training in liaison with the LDI Coordinator.
13. Act in accordance with the budgets, policies, procedures, directions and decisions of the school management.
14. Act as ambassador for the school and act in a manner that upholds the values and ethos of the school at all times.
15. Maintain high quality standards in all areas of the school.
16. Any other activities as agreed with management to contribute to overall development of the school.

### Reporting

Report to the Learning Diversity and Inclusion Coordinator

### Timing and Duration

Position available from January 9, 2023

### Requirements

- Bachelor' degree as Russian language teacher or Mathematics teacher
- 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
- Capable of developing new educational programmes
- Excellent interpersonal, team leadership and membership skills

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- Able to communicate well with students, staff and parents and to gain their confidence and respect
- A commitment to Professional Development
- Basic English

## **Desirables**

- Familiarity with the IB Middle Years Programme (MYP)
- Additional language skills
- Prior teaching experience in an international environment

## **Application**

- Send your application in English by email to [hr@bis.kg](mailto:hr@bis.kg)
- Include: (i) a brief cover letter summarizing 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.