

Job Description: One-to-One Learning Support Assistant (full-time)

Join our international school and help students to make a positive contribution to society. We are looking for a full-time Learning Support Assistant to work with a primary-school-age student with autism. You will be supported by our Learning Diversity, Inclusion and Counselling Department who take pride in helping all our students to succeed.

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 400 students from age 2 to 18. Fifty percent of our students are American, Asian and European citizens, children of employees of embassies, international organizations and international business or NGOs. Fifty 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, and fully accredited with the Ministry of Education and Science to educate the national school curriculum and set Grade 9 and Grade 11 examinations for registered students.

Responsibilities

1. Supervise and support a specific pupil with an individual approach to learning, on a 1:1 basis in the regular classroom.
2. To deliver agreed interventions and support plans to an individual student.
3. To develop and maintain an effective and supportive relationship with the student in order to support the student's specific learning programme and emotional needs.
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 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 LDIC Coordinator and other staff.
12. Adhere to the school's values and vision; abiding by the agreed policies and procedures to ensure provision is of the highest quality
13. Maintain knowledge of current educational theory and practice and undertake professional training in liaison with the LDIC Coordinator.
14. Act in accordance with the budgets, policies, procedures, directions and decisions of the school management.
15. Act as ambassador for the school and act in a manner that upholds the values and ethos of the school at all times.
16. Maintain high quality standards in all areas of the school.

17. 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.
18. Any other activities as agreed with management to contribute to overall development of the school.

Reporting

Report to the Learning Diversity, Inclusion, and Counselling Coordinator

Timing and Duration

Full-time position available from September 15, 2024

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
- Physically strong to be able to control 8 years boy
- Functional 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)
- Knowledge of Autism Spectrum Condition and/or other additional needs
- Additional language skills
- Prior teaching experience in an international environment
- A 'can do' attitude

Application

- Send your application in English by email to hr@bis.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.