



The British School of Costa Rica



Job Description

Post Title:	Learning Assistant
Section:	Early Years & Primary
Accountable to:	Head of Primary

Main Responsibilities

- Comply with all of the school's policies and regulations, specifically those relating to Behaviour for Learning, academic honesty, inclusion, assessment and health and safety.
- Support the implementation and delivery of an appropriately broad, balanced, relevant and differentiated curriculum for students within the School's programmes of study.
- Read and implement school policies and guidelines, to stay up to date and aligned with school expectations
- Monitor and support the overall progress and development of students (academically, socially, behaviourally, emotionally) reporting any issues as necessary
- Co-facilitate a learning experience which provides students with the opportunity to achieve their individual potential
- Regularly review the weekly plans to be on track with the teaching and learning objectives, and seek clarification whenever needed
- Contribute to creating a positive and safe learning environment and experiences manage student behaviour, and fostering a sense of community
- Support in the delivery of tailored teaching activities to students on either a one-to-one basis or in small groups to reinforce learning objectives
- Work alongside the classroom teacher and cover lessons in the absence of the teacher
- Monitor that the students that being supported are able to engage in learning and stay on task during the lesson or activities
- Actively perform supervision duties (break times, arrival, dismissal) and contribute to the preparation of classroom resources, as requested.
- Participate in the School's performance management, professional development programmes and school events as required
- Help maintain cleanliness and organization of classroom and learning materials
- Communicate effectively with the teaching team and school staff

Person Specification

	Essential	Desirable
Qualifications		
A recognised teaching qualification	✓	
Experience		
At least 5 years teaching experience, preferably in international schools		✓
A proven track record of performance in an educational leadership position	✓	
Recent experience of working with the IEYC programme		✓
Recent experience of working with the Costa Rican MEP programmes		✓
Experience working with students who have English as a second language		✓
Professional Skills, Knowledge and Understanding		
Fluency in English	✓	
Working knowledge of Spanish	✓	
A developed knowledge and understanding of current pedagogy	✓	
Attributes		
Have a flexible approach to working and enjoy being a positive team member	✓	
Have effective communication, organization and time management skills	✓	
Be able to manage own workload effectively and respond swiftly to tight deadlines	✓	
Good interpersonal skills with the ability to enthuse and motivate others and develop effective partnerships	✓	
Willingness to share expertise, skills and knowledge and ability to encourage others	✓	
Maintain a personal commitment to Professional Development linked to the	✓	

competencies necessary to deliver the requirements of the post, including being reflective on their own practice and the practice of others		
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“Aligned with the recommendations of the International Task Force on Child Protection, we hold ourselves to a high standard of effective recruiting practices with specific attention to child protection” (International Task Force on Child Protection, June 2016 Report: Outcomes and Recommendations). As such this appointment is subject to the provision of an appropriate criminal record check and the satisfactory return of professional referees.