

Job Description

Job Title: Learning Assistant

Reports to: Primary Principal

The British International School of Stockholm is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

The British International School of Stockholm, established in 1980, provides exceptional education to students from Sweden and across the international community. Guided by our core values of **curiosity, resilience, and respect**, we are committed to empowering our staff to reach their full potential. We foster a supportive and inclusive environment where every member of our community contributes to a positive and collaborative workplace culture. At BISS, we care deeply for our staff and strive to create a space where everyone can thrive.

General Description of the role:

The Learning Assistant will work alongside classroom teachers / school leaders and the Learning Support team to provide academic and behavioral support to students, including those with special educational needs. This is a dynamic, hands-on role that requires flexibility, strong communication skills, and a commitment to promoting inclusive education. In addition to classroom support, the Learning Assistant will also assist with wrap-around care, helping to ensure a safe and supportive environment for students during activities before and after school.

Key Responsibilities:

- **Classroom Support:** Assist the teacher in delivering lessons by preparing resources and providing one-on-one or small group support to students, especially those needing additional help.
- **Differentiated Instruction:** Adapt learning materials to meet diverse student needs, ensuring access to the curriculum for all learners including those with English as an Additional Language (EAL)
- **Student Well-being:** Foster a safe, inclusive environment where students feel valued and encouraged. Provide emotional and social support as needed.
- **Behavioral Support:** Promote and model the highest standards of positive behavior and assist in managing classroom dynamics, following school policies.
- **Assessment and Monitoring:** Help to track and record student progress in academics and behavior, to support instructional planning.
- **Inclusive Practices:** Help implement individualized education plans and learning strategies for students with special needs, in collaboration with the teacher or the Inclusion team.
- **Cultural Awareness:** Promote a culturally inclusive environment by respecting and celebrating diverse backgrounds, languages, and traditions within the classroom.

- **Transition Support:** Help students adapt to a new school or country environment, providing guidance to ease transitions and build confidence in their learning journey.
- **Technology Integration:** Support the use of educational technology in the classroom, assisting students in navigating digital tools and resources to enhance learning.
- **Resource Management:** Assist in organizing, maintaining, and updating classroom resources to support dynamic and efficient learning environments.
- **Wrap-around Care and Other Activities:** Participate in wrap-around care and extra activities by supporting students through engaging programs and maintaining a safe, supportive environment. Assist with homework, facilitate recreational activities, and communicate with parents during pick-up times.

Expectations:

- Demonstrate a passion for supporting children's learning, combined with empathy, patience, adaptability to diverse teaching approaches, and strong organizational and interpersonal skills to enhance classroom and after-school environments.
- Support the delivery of engaging, age-appropriate lessons and activities that inspire curiosity and support the teacher's vision for student learning.
- Maintain a professional, organized approach to resource preparation, classroom setup, and task execution, aligning efforts with curriculum goals and the school's vision.
- Uphold and model school policies, including behavior management, student safety, and fostering a positive, inclusive environment.
- Collaborate effectively with teachers, staff, and the Individual Needs team to enhance the learning experience and contribute to a supportive, cohesive team culture.
- Engage in continuous professional development to refine skills and support team growth in meeting diverse student needs.
- Actively promote a positive classroom and school environment by embodying the school's values and ethos in all interactions.

Collaboration:

- Partner with teachers, special education coordinators, and other staff to implement effective learning strategies and interventions.
- Support communication with parents and guardians about student progress under the guidance of teachers or the Individual Needs team.
- Perform tasks as assigned by teachers, school leadership, or wrap-around care coordinators.
- Undertake any other reasonable duties and responsibilities assigned by the Director.
- Adhere to school policies on safeguarding, health and safety, and confidentiality.
- Demonstrate flexibility in adapting to changing schedules and responsibilities.
- Uphold professional conduct and act as a positive role model for students and staff.

For questions regarding your job description please contact HR or your Head of School

Other information:

- **Qualifications:** Fluent in English is required and Swedish is preferred. Work experience with children is required and Fritidspedagog or Learning Assistant training is preferred
- **Uppehållstjänst**
- **Working hours:** 40 hours per week, according to the schedule that is provided.
- Participate in key school events such as fairs, open days, and Inset days, supporting preparations, engaging with the community, and contributing to the school's success.

Application Procedure

Please send the following documents to c.taylor@bisstockholm.se putting "Learning Assistant Vacancy" as the email subject:

- A completed BISS application form, written in English - this is found on our website
- A letter of application

Closing date

The closing date for applications is Friday 15th September.

Successful candidates will be invited for an interview. Interviews will be scheduled on an ongoing basis.

Please contact c.taylor@bisstockholm.se for any queries about this role.

For further information about the British International School of Stockholm, please visit our website.