



BRIGHTON COLLEGE
INTERNATIONAL SCHOOL
BANGKOK

TEACHING AND LEARNING ASSISTANT
Job Description

For August 2017

Brighton College Bangkok wishes to recruit a Learning Support Assistant to support the Prep School of Brighton College Bangkok. The successful candidate will report to the Deputy Head of Prep School.

Brighton College Bangkok

Brighton College is delighted to have opened its sister school in Bangkok, one of South East Asia's most vibrant and successful capital cities. Following the launch of the Pre Prep in September 2016, Brighton College Prep and Senior Schools will open their doors to their first pupils in September 2017, on an iconic and purpose-built 20-acre campus in central Bangkok. The College will be comprised of a Pre-Prep School, a Prep School and a Senior School with an ultimate pupil capacity of 1,500.

Brighton College Bangkok will deliver the Brighton College curriculum leading to IGCSEs and A-levels. Its pupils will aspire to the leading universities of the world, including Oxbridge and the US Ivy League. In due course, the College will seek accreditation from the ISC, and membership of the HMC and IAPS.

Brighton College Bangkok benefits from a strong partnership with Brighton College, the UK's top co-educational school, and with Brighton College Abu Dhabi and Brighton College Al Ain, its two sister schools in the Middle East. The Brighton family of schools currently educates more than 4,000 pupils and is the most academically successful family of schools.



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JOB DESCRIPTION

Teaching and Learning Assistant

Personal Skills

- Be enthusiastic and passionate about education with an understanding of UK best practice.
- Show a flexible and adaptable attitude to the varied demands of working in a world-class school environment.
- Work independently and collaboratively as part of a team.
- Demonstrate excellent organisational skills.
- Be reliable and respectful at all times.
- Present a professional image in line with the high expectations of Brighton College.
- Be a talented communicator, orally and in writing with a high level of fluency in the English language.

Teaching and Learning

- Be an ambassador of the College at all times, in school and in Thailand.
- Guide and encourage children with tasks they have been set by their teacher.
- Work with groups of children in order to support those that need additional guidance
- Support and work with individual children as necessary and as requested by the EAL or SEN Department
- Assist with maintaining and developing the academic and behavioural standards set by the school.
- Support the positive learning and behavioural ethos of the school.
- Be aware of and involved in the curriculum planning process and to attend necessary planning meetings.
- Support the Prep School teachers by
 - Preparing materials and resources as per requests of the teaching staff.
 - Helping prepare displays and assisting with the mounting of work.
 - Undertaking straightforward tasks on the computer such as labelling, lists, minutes and letters.
 - Helping to run administrative systems.
 - Support with the cleaning of school equipment, the backing of display boards, lost and found items, spare clothes etc

Pastoral

- Show an active interest in each child's personal and domestic circumstances, and to foster the personal and social developments of each pupil in your care.
- Actively promote the social, moral and cultural ethos of the College community
- Care for the social needs of the children as appropriate to their age.
- Care for the safety and wellbeing of children during lunch and play times.

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- Help maintain high standards of safety and care.
- Supervise children when playing in designated areas in accordance with rotas.
- Assist with the orderly dismissal of children, ensuring they are safely escorted to their parents or after school activity. This may include a bus duty.
- Supervise learning activities for groups of children at specific times such as; After school sessions for children between 2.30pm – 4.30pm on a rota system.

Professional Responsibilities

- Be aware of and act upon all policies regarding the safeguarding of children.
- Create an atmosphere of support by being aware of, and fully compliant with, all College Policies, including the Code of Conduct, the School Rules, and the Anti-bullying Policy.
- Be familiar with all College policies on Health and Safety and be proactive in ensuring the safety of all members of the College community at all times.
- Promote exemplary behaviour and a responsible attitude amongst all pupils at all times.
- Ensure that all communication is acted upon appropriately and in a timely manner.
- Be responsible for all College resources, particularly those in your care, reporting damage or loss to the appropriate authority within the College.
- Foster a close partnership with parents, initiating contact in appropriate circumstances and ensuring that there is a record of this.
- Carry out any reasonable professional request made by the Headmaster or Head of Prep School.

Working hours

- Usual working hours on the school site would be 7.15am – 4.15pm
- As part of a rota system, there is an expectation for hours on site to be 7am – 4.30pm whenever supervising a before or after school activity.

QUALIFICATIONS

- Bachelor Degree
- Experience of working as a teaching assistant or relevant experience preferred
- Excellent spoken and written English

Remuneration

An attractive salary package commensurate with the responsibility of the post will be offered. This will be reviewed annually.

Applications

HOW TO APPLY

To apply, please send the following:

- a) A typed letter of application, outlining your suitability for the role in no more than two pages, which should be addressed to the Head of Early Years at Brighton College International School Bangkok;
- b) A current CV, including the names, email addresses and telephone numbers of three professional referees, one of whom must be your current or last employer.
- c) A completed Application Form, which can be found at www.brightoncollegebangkok.com/recruitment/vacancies/

Please note that incomplete applications will not be considered and the College reserves the right to make an appointment at any stage of the recruitment process.

Please visit our website for more information: www.brightoncollegebangkok.com.

Brighton College Bangkok is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Should your application be successful, a disclosure will be requested from the UK's Disclosure and Barring Service for British nationals; local police checks will be undertaken for successful applicants of other nationalities.