

Summerhill International School

Qualifications: Bachelor of Education (Early Childhood), (preferred), or currently studying and/or a minimum of 2 years experience in an accredited Early Childhood setting (international school/setting or Reggio inspired is an advantage).

License: Current teaching license in home state/country is an advantage

A Learning Assistant (LA) role at Summerhill is seen as an assistant in *learning*, not so much as an assistant solely to the teacher. The role is to help students learn, through facilitation of student activities, rather than to help the teacher teach.

An LA's role can be but no limited to:

- Deliver tailored teaching activities to pupils on either a one-to-one basis or in small groups under the direction of the Lead Educator
- Make sure that the pupils you support are able to engage in learning and stay on task during learning time
- Support the social and emotional development of pupils, reporting any issues to the Lead Educator when required
- Support the teaching team in managing challenging pupil behaviour and promoting positive behaviour
- Guide, track and provide regular feedback on pupil progress for the lead educator to inform planning
- Carry out administrative duties, such as preparing classroom resources
- Look after pupils who have had accidents, need help dressing or are upset
- Create art displays of pupils' artwork
- In the infants class, it is required that all female staff assist with toileting, and of changing of children in the event of toileting accidents.
- Provide support outside of your normal classes, covering other LA absences or going on school trips
- Help with extracurricular activity such as before school (EB) and after school care (EXT) and clubs (ASP), other duties (bus)
- *Participate in seasonal programs where you can choose either:*
Winter or **Spring** Program
And a minimum of **5 weeks** of the **Summer Program**. If you are requested to assist in both Winter and Spring program, you will be allowed to choose ***an extra week off in Summer***.

Working hours

Working hours are typically during the school day, in term time, Monday to Friday. You may be required to work early mornings or after school if you're supporting additional activities. In addition to your hours of work, you may need to attend training days or PTC's, as appropriate to your role.

In general, half-term and summer holidays are counted as part of your holiday allowance. Taking time off during term is restricted, and you'll need a good reason for term-time absence to be authorised (e.g. funeral, emergency surgery etc).

Employment contracts vary greatly in this profession. Part-time work or job sharing is common. While permanent contracts do exist, an increasing number of schools offer fixed-term or temporary contracts (e.g. one

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year), which are reviewed annually in line with school or pupil needs. These tend to be common when the majority of your role is supporting a particular pupil.

There are also short-term opportunities through educational recruitment agencies. There may be a chance for your contract to become permanent, but there's no guarantee.

What to expect

- You'll be supporting children from a variety of backgrounds, who may have a range of learning and/or behavioural needs. The work can be challenging, but watching the progress of the pupils that you work with can also be extremely rewarding.
- You may be busy supporting a variety of areas on any given day, and may be asked to cover areas of support at short notice. There is an expectation to get stuck in and provide help as and when it's needed.
- Depending on your role you may need to provide personal care to pupils, and help with lifting or moving them where required.
- The majority of your work will be in the classroom, although you may be involved in lunchtime supervision, outdoor activities or accompanying pupils on school trips.

Signing this document means you agree to the above position and agree to the roles and responsibilities.

Signed: _____

Print name: _____

Date: _____