

## Job Description for Primary School Class Assistants

Our Class Assistants are team members and collaborators who listen, observe, document and scaffold learning. They view the child as competent and value voice, choice and ownership in their daily interactions with children. Our Class Assistants are committed to the PYP framework and philosophy and draw inspiration from the Reggio Emilia approach to educating young learners.

Responsibilities:

Organisation:

- keeping daily attendance in our information system (e.g.SIMS) with the teacher;
- preparing materials and equipment for learning both on and off campus;
- preparing the students for all conferences (Parent/Teacher, Three-Way and Student Led).

Environment

- taking responsibility for the learning environment in collaboration with the teacher/s;
- making a commitment to the environment as the 3<sup>rd</sup> teacher philosophy.

Learning:

- supporting students in learning, individually, in small and large groups;
- collaborating with teacher/s in planning for student learning;
- collaborating with teacher/s in implementing student learning;
- collaborating with teacher/s in assessing student learning;
- applying developmentally appropriate practice.

Attitude:

- taking initiative and being proactive;
- a strong work ethic;
- demonstrating high levels of commitment to teamwork;
- flexible and open to change;
- a strong desire to work with young children;
- confidentiality is understood and careful language employed.

Well-being:

- awareness of safety, security and the emotional well-being of students at all times;
- a willingness to help all students;
- values and encourages independence and self-management in young students;
- fosters and encourages positive behaviour and social skills in all students;
- committed to professional growth in Safe Guarding and Child Protection and completes all necessary courses;
- awareness of Fire/Evacuation and Lockdown procedures in the school;
- awareness of student IHPs and their individual needs;



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- liaises with the school nurse and well-being VP when necessary through the Child Protection software (e.g CPOMS);
- liaises with the parents where necessary.

Documentation:

- uses Seesaw for documenting learning;
- documents learning in multiple ways (e.g. google slides, checklists, wall displays, video, photos, etc);
- contributes to formal reporting on students.

Professional Growth:

- participates in staff meetings, professional development days;
- engages in professional learning;
- engages in the appraisal process with the appraiser.

Communication:

- communicates effectively with all stake holders;
- willing to learn new technologies/techniques employed by the school (e.g.CPOMS);
- uses Child Protection software (e.g. CPOMS ) and emails effectively in daily work.

**Contracts terms and conditions:**

The position is based at the International School of Paris in the 16th arrondissement of Paris.

**The position is full-time for a fixed-term contract starting as soon as possible up until October 24<sup>th</sup>, 2019.**

It is essential for all applicants to hold a nationality of one of the European Union countries, or valid French working papers.

**In the case of interest, please send a resume, a cover letter and details (including email address) of three professional referees to [jobs@isparis.edu](mailto:jobs@isparis.edu).**