Teaching/Learning Assistant - Primary

Bromsgrove International School Thailand (BIST)

Background:

Bromsgrove International School Thailand (BIST) was established in September 2002. We have 2 campuses: The Early Years Campus is located on Ramkhamhaeng 164 Road and the Primary and Secondary Campus is adjacent to Windsor Park and Golf Club on Suwinthawong Road.

We are currently looking for a teaching/learning assistant to work at our Suwinthawong location with Primary children (ages 7 - 11). The position is full-time Monday - Friday, 7:30 start time.

For more information, please visit our website at www.bromsgrove.ac.th

Roles & Responsibilities

Teaching and learning

- Assist in the learning and teaching of young children, under direction from the teacher and the School. You will help the children develop academically, socially and personally.
- Help ensure that the children are well cared for and supported in and out of the classroom.
- Provide support for individual students inside and outside the classroom to enable them to fully participate in activities.
- Assisting lessons such as PE, swimming, music and art lessons where appropriate.
- Assist class teachers with maintaining student records and reports.
- Assist the teacher in creating a welcoming environment for the children.
- Able to take the initiative inside and outside of the classroom.

Administrative duties

- Support class teachers in creating wall displays and other tasks in order to support teaching.
- Helping to supervise children during breaktimes and lunchtimes.
- Prepare resources for the lesson using plans given by the class teacher.
- Undertake other duties from time to time as the head teacher requires.
- To communicate and liaise with parents in their native language such as needed by the School.

Standards and quality assurance

- Support the aims and ethos of the school by being good role models themselves by behaving at all times with professional integrity.
- Set a good example in terms of dress, punctuality and attendance.
- Able to work professionally within an academic setting.
- Attend team and staff meetings.
- Undertake professional duties that may be reasonably assigned by the Principal/Teacher such as clubs, playground duties etc.
- Be proactive in matters relating to health and safety.

Minimum Qualifications

- Bachelor's Degree
- Good command of English
- Pleasant personality with strong service orientation
- Relevant experience working with young children is a nice, but not necessary

The applicants are encouraged to send **English resume with expected salary and photo** through nchattraporn@bromsgrove.ac.th (HR Coordinator). Should you have further please do not hesitate to contact us directly through 0-2989-4873 ext.155.