



I.B.I.S. is a Primary and Secondary school with an integrated Kindergarten. The children are aged 3-13.

We are committed to maintaining happy learners in our community through our values of respect, kindness, honesty, creativity, transparency and courage. At I.B.I.S., we value experience from all sectors of education and are passionate about equal opportunities. We are also passionate about maintaining our staff's wellbeing and positive mental health.

JOB DESCRIPTION

Job Title: Special needs support assistant

Responsible to: Class teacher & parents

Key Responsibilities

- ✓ To always act in the best interests of pupils.
- ✓ To support the school's ethos and aims.
- ✓ To act in accordance with school policy and the school's Code of Conduct.

The school follows the National Curriculum for England, Wales and Northern Ireland.

The successful candidate will:

- Commit to the safeguarding of children at all times.
- Have a sound understanding of English and the ability to communicate in the language with staff and children. German fluency is desirable but not required.
- Have excellent communication skills; oral and written, expertise with information technology for communication and other work related procedures.
- Have demonstrated ability to work well in a team setting as well as independently.
- Be outgoing, responsive, compassionate, warm and kind.

The successful candidate will have experience in supporting children with behavioural and developmental needs and will have proven experience of using a range of strategies to ensure a safe and healthy learning environment for the individual.

Respect Kindness Honesty Fairness Creativity Transparency Courage

PERFORMANCE RESPONSIBILITIES

- Be responsible for and support an individual with learning support needs in all aspects of learning.
- Develop the individual's interests, abilities and coordination using creative activities.
- Contribute to and attend occasional meetings.
- Adhere to the child protection policy and all other school policies.
- Maintain a safe environment.
- Deal with children with learning development co-ordinating with staff concerned.
- Implement IEPs (Individual Education Plans)
- Establish and maintain good working habits and discipline in classrooms.
- Maintain high expectations for the individual's academic achievement.
- Establish and maintain standards of pupil behaviour.
- Adhere to school timelines and working hours.
- Supervise the individual during classes and at other times in the school day, including in the playground during breaks and lunch time according to school timetables.
- Take part in joint decision making about educational issues.
- Assess and evaluate the pupil's progress and concerns with parents and management where appropriate in collaboration with the class teacher.
- If appropriate take part in outings and visits.
- Support where possible in performances and productions.



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Additional information

I.B.I.S. offers educators an opportunity to embrace their vocation and grow professionally. The school's location in Bonn, Germany offers not only a high standard of living, but a range of opportunities for travel, cultural discovery and personal growth.

Wellbeing

I.B.I.S. is passionate about wellbeing, identifying and responding with sensitivity to the emotional concerns of staff, and symptoms of mental health. Referral pathways and sources of help and support are available within the school's systems where there are concerns for staff mental health and wellbeing.

Contract

A first contract is until the end of the school year 2021/22. A contract for the school year 2022/23 can be issued provided that school support for the individual will be prolonged for that year. The salary is competitive.

Relocation

Given the wide range of different accommodation options available, we do not find accommodation on your behalf. However, we will provide you with guidance and support in finding housing, as well as support in making your first steps living in Germany.

Holiday

The school operates on a British term system, with three terms in the year. We follow, where practical, the holiday patterns of other local schools. The school has a 38 week calendar. There are holidays at Christmas and Easter, in the summer, plus one week in October, February and May for half term. There are also numerous religious and public holidays throughout the year.

Making an application to support an individual with learning support needs at I.B.I.S.

All applicants should hold a **relevant qualification**.

You are requested to submit a copy of the following documentation to complete your application:

- An initialed, colour copy of your passport information page
- An initialed, colour copy of your qualifications
- An initialed, colour copy of your birth certificate
- Recent police clearance
- A valid work permit, if you are not an EU resident

Applications are held on record for as long as necessary and then destroyed. Your application details will never be shared with a third party without your consent.

Please address all applications, including a covering letter stating your motivation, by email to recruitment@ibis-school.com.