



## **Gap Year / Intern: Boarding & Teaching Assistant** **Knightsbridge School International Montenegro**

### **Position Summary**

KSI Montenegro is looking for an enthusiastic and committed intern to become an integral part of our school community. You will live and breathe KSI and demonstrate the confidence to take on new roles and challenges in a small but growing school. The role of the Gap Year student / intern is to assist in teaching in our PYP programme, and support the running of the boarding house with the Head of School and Boarding Matron.

**The duration of the placement will be from August 2022 to June 2023.**

KSI Montenegro also hosts an established, highly reputable Summer Camp every year during the month of July. Potential opportunities exist to join our community ahead of the proposed start date as a valuable member of our KSI Camp team.

Camp Leaders have a range of duties and take part in a number of supervisory roles, including sports and recreational activities and meal times, as well as running arts, crafts or project sessions. They also accompany students on day excursions and contribute to the pastoral care of children during the KSI Camp.

### **Overall Responsibilities**

#### **Teaching Assistant**

You will be required to assist in classroom instruction and act as a teaching intern for a portion of your weekly schedule.

- Assist classroom teachers in performing specific duties as assigned or undertaking specialised tasks.
- Help plan daily and long-range lessons and classroom activities.
- Conduct learning exercises with small groups of students.
- Alert colleagues to special needs of individual students e.g. reading.
- Provide escort and assistance to children as necessary.
- Collect and display suitable material for educational displays: prepare displays and decorate classrooms.
- Take all necessary and reasonable precautions to protect students, materials, and facilities.
- Help maintain order in the classroom; monitor students.

### **Boarding House**

Full board (whilst Boarders are on site) and accommodation will be provided in the role and you will be expected to assist the Head of Boarding and Boarding Matron (on a rota basis) which will typically include 2 evenings per week and one day, during two weekends per month.

### **Other Duties**

From time to time you may be asked to:

- Run an extra curricular activity one day a week, after school for one hour in an area that interests you.
- Carry out break duties.
- Supervise a class for absent staff occasionally.

### **Common Values and Responsibilities**

KSI teams are characterized by their common purpose and attitude to work. In line with the KSI values and ethos, we expect all staff members to demonstrate:

#### **1 - Global Citizenship**

- Display international mindedness in all areas of work; strive to be a critical thinker, inquirer, effective communicator, principled, balanced, caring, risk-taker, open minded, knowledgeable and reflective individual.
- Display respect for and interest in diverse cultures, languages and traditions.

#### **2 - Collaborative Leadership**

- Take responsibility for ourselves and others, sharing information and resources to achieve stretching goals.
- Be active communicators, involving team members in decision making.
- Take informed risks and make responsible decisions.

#### **3 - Enthusiasm**

- Care about what we do, and demonstrate our dedication to others.
- Engage actively in our work and seek to inspire and encourage others in a positive and constructive way.

#### **4 - Respectfulness**

- Maintain high standards and principles.
- Demonstrate kindness and good manners.
- Recognise the value and diversity of others and through this seek to improve and grow ourselves.



**5 - Enduring Partnerships**

- Show commitment when we give an undertaking and support our approach, attitude, systems and processes.
- Demonstrate the will to succeed and persist whilst being flexible in the spirit of serving others.

**6 - Creativity**

- Take initiative, seize opportunities, solve problems and embrace new ideas.

**7 - Reflective Learning**

- Strive to develop ourselves by learning from our experience
- Seek out and be open to feedback, applying our learning to improve ourselves and reach our goals



## Person Specification

### Professional Experiences:

- Good education level; NVQ3 or above in Childcare is preferred or degree educated with a demonstrable interest in working with children
- Experience working with children
- First aid experience

### Personal Qualities, Skills and Competencies:

- Fluent in English, both spoken and written
- Strong interpersonal and communication skills
- Enthusiasm, passion for education, flexibility and adventurous spirit
- An organised approach to working well with people in new environments
- Ability to build good relationships with children, parents, carers, and teachers
- Flexibility and creativity
- Ability to work as part of a team
- Good literacy and numeracy skills
- Patience and good humour
- Passion for working with children
- DBS Check

### Salary and Benefits:

- Euro 700 per month GROSS
- Annual flight and visas
- Accommodation in boarding house inc. furniture and all utilities (1 bedroom apartment)
- Meals in Boarding House

***KSI is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment. Employees must have, or be able to obtain, a full police clearance.***