



Gap Year Student– Kinder/Preschool Teaching Assistant Knightsbridge Schools International Montenegro

Position Summary

KSI is looking for an enthusiastic and committed Gap Year student 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 is to assist in teaching Kindergarten, and support the running of the boarding house with the Head of Boarding.

The duration of the placement will be from August 2019 to June 2020.

Overall Responsibilities

Kinder/Preschool 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 classroom.
- 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 assistant the Head of Boarding (on a rota basis) which will typically include 2 evenings per week and weekends on occasion.

Other Duties

From time to time you may be asked to:

- Run an extracurricular club 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
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 flat)
Meals in Boarding House five days a week.

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.