

KSI Global Ambassador Programme Students (GAPS) – Job Description

Position Summary

Knightsbridge Schools International GAPS play a key role in all aspects of school life from providing assistance in the classrooms to children of all ages and accompanying children to external events and venues, to supporting with running activities and co-curricular programmes.

Typically GAPS will not have formal qualifications; in many cases just having completed Year 13 (UK) or a similar school qualification. GAPS will be placed based on the strength of their skills, interests, the needs of Knightsbridge Schools International and the information supplied via the required application documents.

Job Duties

1. Teaching and Learning

- Provide ad-hoc support for individual or groups of students inside and outside the classroom to enable them to fully participate in the curriculum, activities and the co-curricular programme;
- Listen to students read, read to them or tell stories, as required;
- Accompany educational visits, field trips;
- Support the students in lessons;
- Bring English alive in the classroom;
- Support with the ESL programme;
- Support with extracurricular activities

2. Management of Children and their Behaviour

- Maintain good order and discipline amongst students, safeguarding their health and safety at work and play (e.g. during break-times and lunchtimes);
- Help transition students between classes.

3. Contribution to School Life

- Take a full and active part in the co-curricular life of the school;
- Participate fully in assemblies, thereby contributing to the spiritual and moral life of the school;
- Fulfil a range of duties and responsibilities outside the classroom, as required, to ensure the smooth day-to-day running of the school;
- Attend and contribute purposefully to the life of the school through effective participation in morning briefings, staff meetings and through the use of the management systems necessary to coordinate the management of the school;
- Attend school events and functions as required e.g. parent evenings, sports carnivals.

4. Administrative & Other Duties

- Prepare and present displays of students' work;
- Support teachers in administrative tasks;
- Assist teachers with maintaining records as requested;
- Set up equipment and get materials ready for lessons;
- Assist the admissions & marketing department (e.g accompany Director on school tours when appropriate, assist with social media content, photography)
- Support in reviewing school communications (e.g newsletters)

5. Professional Requirements, Standards & Quality Assurance

- Display enthusiasm, understanding and commitment to ensure the students' experiences are positive and underpin their educational lives;
- Be proactive in matters relating to health and safety;
- Behave and dress in an appropriately professional manner and set a good example through personal presentation, and personal and professional conduct;
- Build effective and professional working relationships with students, staff, parents, and visitors;
- Cooperate closely with colleagues;
- Endeavour to give every child the opportunity to reach their potential and meet high expectations;
- Have good numeracy and computer skills;
- Have good spoken and written communication skills;
- Liaise effectively with parents as necessary;
- Operate at all times within the stated policies and practices of the school;
- Support the aims, ethos and purpose of the school and ensure the school achieves these effectively;
- Carry out other duties as reasonably required by the School Director.

Common Responsibilities

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

1-Global Citizenship

- Perform with enthusiasm, understanding and commitment to ensure the children's experiences are positive and underpin their educational lives;
- Maintain good order and discipline amongst pupils, safeguarding their health and safety at work and play;
- 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 teacher;
- Demonstrate a passion and knowledge for subject areas, caring and empathy for global issues, and responsible action;
- Display an open mindedness and interest in different cultures, language and traditions.

2-Collaboration

- Cooperate closely with colleagues in the delivery of the curriculum and to contribute purposefully as a member of the school team and department;
- Fulfil a range of duties and responsibilities outside the classroom, as required, to ensure the smooth day-to-day running of the school;
- Attend and contribute to morning briefings and also departmental and regular staff meetings; to ensure the school achieves its overall educational objectives, aims and purposes;
- Contribute to the social life of the school.