



We are seeking to appoint a Teaching Assistant and After School Caretaker to join our PYP team

Start date: September 4, 2023

Weekly hours: **full-time position, probably including lunch duties.**

Anton Bruckner International School is a private school with public status. It is the only school in Upper Austria authorized to offer the IB Primary Years Programme (PYP) and the IB Middle Years Programme (MYP).

ABIS is a growing school with over 310 students and teachers from over 50 countries. ABIS is a caring, cosmopolitan community of vibrant learners striving for excellence in the achievement of knowledge and personal development.

Core responsibilities and duties for a Teaching Assistant:

The primary role of the Teaching Assistant is to enhance the learning of our students and the candidate must therefore have relevant experience and qualifications. We place great emphasis on personal qualities, as you will become a part of our positive team. We are looking for a dedicated teaching assistant to work under the direction of the classroom teacher to facilitate learning and teaching in the classroom.

The successful candidate will:

- Have a high level of fluency and accuracy in both spoken and written English
- Have good communication skills and excellent literacy and numeracy skills
- Have a professional approach to all tasks
- Be able to take direction from teachers
- Be flexible
- Be a positive role model to the students
- Have experience working with children in an educational setting
- Have experience working with children as well as a desire to support pupils to reach their full potential knowledge of one-to-one work, group work and whole class support.

Key Tasks and Responsibilities:

- Working inside and outside the classroom with groups of students under the supervision of the teacher, across a range of abilities.

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- Observing individuals and groups of children, reporting back to teaching staff on progress and developmental needs.
- Carrying out specific work tasks allocated by the teacher, including making and preparing materials for lessons.
- Participating in record-keeping, filing and student assessments.
- Helping with displays within the classroom and around the school.
- Preparing and maintaining equipment and materials.
- Assisting students that are unwell and providing comfort and care for minor accidents.
- Setting up and maintaining the safety and cleanliness of the classroom areas both in and outdoor.
- Assisting in the supervision of students outside the classroom including the playgrounds and on visits outside the school premises.
- To undertake other relevant duties allocated at the discretion of the classroom teacher.
- To attend appropriate staff meetings and professional learning sessions as required.
- Good IT skills would be desirable.

What to expect

- You'll be supporting pupils from a variety of backgrounds. The work can be challenging, but watching the progress of the pupils that you work with can also be extremely rewarding.
- Working hours are typically during the school day, in term time, Monday to Friday. You may be required to work early mornings or after school if you're supporting additional activities. In addition to your hours of work, you may need to attend training days or other events, as appropriate to your role.
- You may be busy supporting a variety of areas on any given day, and may be asked to cover areas of support at short notice. There is an expectation to get stuck in and provide help as and when it's needed.
- You will be willing to take the opportunity to play a full part in the further development of ABIS and join us in our aims to make learning irresistible and to provide a nurturing and safe environment for everyone.

Core responsibilities and duties for an After School Caretaker

- A strong sense of responsibility, great organizational skills, flexibility, and the ability to interact well with both students and their families.
- Ability to communicate, listen and work well with others in a team environment.
- Collaborate with teachers and staff members.

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- Help to create a caring and safe environment for the children and assist in activities to improve the overall care and quality of education.
- Responsible for implementing developmentally appropriate activities based on children's interests and needs.
- Assist with homework.
- Supervision during lunchtime (one hour per day)
- Assisting the staff in implementing a quality school-age educational program and in developing positive relationships with the children and their parents

What we offer:

- Market compliant salary
- Friendly and supportive teaching team in a growing school
- Excellent support and professional development opportunities
- Employee contributions to the Austrian pension plan
- Free healthcare
- Supportive parent community

Application:

If you are interested in this position you can apply by submitting your **letter of application and CV** to: office@antonbruckner-is.at

We look forward to hearing from you.

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