School Assistant

Job start: By agreement
Location: Basel, Switzerland
Contract type: 50-60%
Contract term: Indefinite

We are looking to appoint **a suitably qualified School Assistant**. Must haves:

- The right to work in Switzerland (Swiss and EU nationals and current permit holders)
- Fluent in English
- German is not a must have, but would be an advantage

Main Duties and Responsibilities

- Student Supervision
- Classroom & Teacher Support
- After School Programmes
- Resource Management

Please refer to the below Job Description. If you are **qualified** or have **relevant experience** in a school setting, please submit the following to the Head of Primary at jobs@ela-basel.ch:

- ELABasel application form (CVs can be submitted but the form must be completed)
- PDF copies of appropriate qualifications and certifications
- PDF copies of your passport and permit showing your right to work in Switzerland

Find out more about ELABasel at our website: www.ela-basel.ch.

ELABasel International School AG is a vibrant and happy international school offering a nurturing family environment for children aged 3 months to 18 years. It is located in the heart of Basel, Switzerland, a cosmopolitan and growing city on the border with France and Germany. Established in 1993, the school celebrated its 30th Anniversary in 2023. ELABasel is known and respected for offering the highest quality childcare and teaching, small class-sizes, a creative and dynamic curriculum based on the UK National Curriculum and a wide range of extra-curricular activities and wrap-around care.

For any further questions please contact our HR Team at HR@ela-basel.ch or 061 313 0580. Do not use this email address for your application.

Please note ELABasel is committed to safeguarding and promoting the welfare of children and expects all staff to share in this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure Barring Service or local country equivalent checks.

ELABasel Job Description

School Assistant

School Assistants (SAs) support our teachers and students with support during lessons, resource management, duty and lunch supervision, off site supervision and after school activities. SAs work with whole class groups as well as mixed age groups during break and in after school activities. SAs must be friendly, proactive, adaptable and reliable.

Main Duties and Responsibilities

Student Supervision:

- Promote active and inclusive play and social engagement while ensuring students follow safety guidelines.
- Provide support and supervision as required including off site activities, trips, and events
- Oversee and ensure the safety of students during break and lunch periods, maintaining a positive and inclusive atmosphere.
- Monitor student interactions and behavior, intervening when necessary to support school expectations.
- Build positive relationships with pupils, promoting confidence, resilience, and emotional well-being.
- Support children in developing social skills, teamwork, and positive behaviour in line with school policies.

Classroom & Teacher Support:

- Assist teachers in preparing and organising classroom materials, resources, and displays.
- Support the setup of learning activities and maintain a tidy and organised learning environment.
- Provide occasional assistance in classrooms or small group settings, as required.

After School Programmes:

- Plan, organise, and supervise after school activities and programmes, ensuring they are engaging, safe, and well-structured.
- Maintain and take registers to ensure accountability and safeguarding of all children under their supervision
- Communicate effectively with parents and guardians regarding after school programme details and student participation.

Resource Management

- Manage and maintain the Resource Room, ensuring materials are well-organised, accessible, and in good condition.

- Oversee playground toys and equipment, ensuring their availability, safe use, and upkeep.
- Ensure all spaces used during activities (Recreation Room, Hof, After School Rooms) are left clean and tidy, with resources and furniture stored properly.
- Coordinate and maintain the after school rooms, ensuring they are set up for activities and properly stored after use.
- Keep inventory of teaching resources, stationery, and play materials, notifying staff when restocking is needed.
- Ensure Lost Property is tidied and managed, with named items returned to students.

School Assistants may also choose to lead or support the vacation programme. This role is paid an additional functional allowance.

Professional Development

- Participate in professional development as allocated in the school calendar
- Complete annual safeguarding and first aid training

Reports to:

- Head of Programmes

Direct reports:
No direct reports

Working hours

- 42 hours per week (for a 100% work quota)
- Work time between 9.00 and 18.00 depending on allocated schedule

Note that all ELABasel staff are expected to have their workspaces set up and ready at their scheduled start time. For example, if an SA is scheduled to be starting at 10.00 to supervise students at break time in the Hof, they must be ready in the Hof at 10.00.

Essential skills and attributes

- Comfortable and confident working in an international, multi-cultural environment
- A strong commitment to teamwork, flexibility and consideration for others
- Effective communication skills with children, families and colleagues
- The ability to forge positive working relationships with all members of the school community
- Time management for prioritising tasks and meeting deadlines
- Flexible, reliable, trustworthy and punctual
- Friendly and approachable for both children and adults. The successful candidate will have to undergo a police check for working with young people
- Able to work independently to complete tasks

- Solution-oriented - able to identify problems, prioritise, and actively work to resolve them
- Competent with Google Workspace, comfortable in IT environment

Pay Scale:
Primary Years School Assistant Pay Scale

This job description and person specification may be amended at any time following discussion between the Head of Primary, HR and member of staff and will be reviewed annually.