

**POSITION TITLE:** Lower School Substitute Teaching Assistant

**ACCOUNTABLE TO:** Homeroom Teacher, Programme Coordinator & Lower School Principal

**The school is looking for candidates who fulfill the following:**

- Experience working with children in an educational setting, preferably within an international or IB environment.
- Able to legally work in Spain.
- Full professional proficiency in English.
- A working knowledge of Spanish is an advantage.
- Ability to meet the physical demands of supporting young children, which may include lifting, bending, and assisting with personal care.

*In keeping with the ASB Mission and the curricular objectives of the International Baccalaureate the candidate will be able to fulfill the following:*

### **General Responsibilities**

1. Curriculum Support & Classroom Instruction
2. Student Welfare & Personal Care
3. Professionalism & Communication

### **Specific Responsibilities**

#### ***Curriculum Support & Classroom Instruction***

- Work within the approved IB curriculum to support age-appropriate, inquiry-based learning activities.
- Differentiate support to best suit individual student learning styles and needs.
- Assist in maintaining an orderly, tidy, and engaging teaching environment.
- Follow assessment and language policy guidelines as established by the school.

#### ***Student Welfare & Personal Care***

- Develop positive relationships with students based on mutual respect and positive behavior guidance.
- Provide a sensitive atmosphere in which all students feel valued and safe.
- Assist with the personal care and health needs of younger students (such as toileting and hygiene) following school safety protocols.
- Promote student responsibility, independence, and international-mindedness.

#### ***Professionalism & Communication***

- Collaborate closely with lead teachers and team members to ensure consistency in routines and curriculum delivery.
- Maintain discretion and confidentiality regarding sensitive student or parent matters.
- Keep the Administration and Programme Coordinators informed of any significant student developments.
- Willingness to engage with current departmental practices and attend relevant meetings during the tenure of the assignment.



American  
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Bilbao



IB CONTINUUM  
CONTINUUM DE L'IB  
CONTINUO DEL IB

- Ensure the responsible use and maintenance of school resources and equipment.

