

Role Profile

Primary Assistant

Teacher

Location: Florence Bilingual School

Function: School Classroom Teaching

Reporting To: Middle School Coordinator

What you'll be doing

Role purpose

All teaching staff are responsible for developing a learning environment in which students become independent learners, within a climate of creativity, innovation, and challenge, promoting the Learner Habits of FBS. They encourage positive, collaborative partnerships with parents to ensure they feel able to understand and support their children's progress and personal development.

They harness new technologies and pedagogical research to ensure a cutting-edge and highly effective learning environment.

Their goal is to maintain an exceptional and highly effective environment aligned with FBS Values, Vision, and Mission.

All employees work in alignment with all relevant school documents, including:

- Regolamento di Istituto
- Code of Conduct
- School Policies

Key responsibilities

An Assistant Teacher provides educational support to students under the guidance of the class teachers and the SENDCo (SEN & Assistant Teachers Coordinator).

The role mainly involves supporting small groups of students to reinforce learning, following objectives agreed with the teacher, supporting class cover when needed, and, where required, teaching a limited number of lessons. The Assistant Teacher is expected to work flexibly across classes and year groups according to the needs of the school.

Main Responsibilities

- Student Support & Learning.
- Support small groups of students during lessons and intervention activities.
- Deliver reinforcement activities prepared in collaboration with the teacher and/or SENDCo.
- Provide class cover when required and teach a limited number of lessons under the guidance of the teacher or school leadership.
- Promote inclusion, positive behaviour, and a safe, calm learning environment, in line with safeguarding and school policies.

Collaboration & Flexibility

- Work collaboratively with teachers, learning support staff, and school leadership.
- Support different classes and students according to operational and educational needs.
- Adapt timetables and intervention groups throughout the school year as required.

Monitoring & Feedback

- Monitor student engagement, wellbeing, and progress during support sessions.
- Provide feedback to teachers and the SENDCo on student progress, behaviour, and learning needs.
- Contribute to identifying areas where interventions or classroom support may need adjustment.

Professional Responsibilities

- Maintain professionalism and confidentiality regarding students and families.
- Participate in training, meetings, and school events as required.
- Carry out additional duties reasonably related to the role.

Additional duties may be assigned as necessary in line with the requirements of the role.

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct.
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing.
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy.
- To engage in safeguarding training when required.

What you'll bring

Essential	Desirable
Skills • Clear and effective verbal and written communication. • Strong classroom management skills, fostering a positive learning environment. • Excellent organisational skills, including lesson and resource planning. • Adaptability in teaching methods to support different learning styles. • Strong subject knowledge and expertise. • Patience and emotional resilience. • Empathy and the ability to respond to student needs and challenges. • Creativity in the design of engaging and innovative lessons. • Effective assessment and feedback skills. • A collaborative approach when working with colleagues, parents, and the wider school community.	
Qualifications • University graduate with a recognised teaching qualification.	
Experience • Minimum of two years' experience as a class teacher.	
Other • Native-level proficiency in the language required for teaching.	Other • Knowledge of Italian.

Key Stakeholders you'll be working with

- **Internal:** Middle School Coordinator, Head of Primary and Middle School, Teaching and support staff.
- **External:** Parents and carers, external professionals and educational partners.
- **Direct line manager:** Middle school coordinator.
- **Indirect line manager:** Head of Primary and Middle school.

To be signed and dated by employee:

Signed:

Name (print):

Date:

COGNITA