

**Saltus Grammar School**

invites applications for the following positions

**Classroom Assistant**

(Fixed term contract ending June 28, 2019)

The successful candidate for this position will be responsible for assisting teachers both in the classroom and beyond, including assisting with the supervision of children on the playground before school, at recess, lunch time and after school.

**Candidates for the above position:**

- Must be a qualified graduate with a minimum of three years' experience in a Classroom Assistant role or similar, working with children at the Primary level.
- Must be licensed by or qualified to be licensed by the Bermuda Educators Council.
- A Certificate in Education or Child Care would be an asset.
- A valid SCARS certification would be preferred.
- A valid First Aid/CPR/AED certification would be preferred.
- Must have proven ability/success in assisting students with learning in a differentiated classroom across the curriculum, by working with individuals, pairs and groups.
- Must be a strong team player, flexible and willing to assist with a variety of tasks related to student achievement and progress.
- Must be a reliable, enthusiastic and caring team player with good communication and organizational skills.
- Must have a commitment to the principles of independent education and be willing to contribute to extracurricular activities and the broader life of the School.
- Must be committed to academic excellence and strive for positive relations with all students, parents and colleagues alike.
- Must demonstrate flexibility and the ability to adapt to change.
- Must be able to thrive in a busy environment.
- Action Researcher.
- Sense of humor.
- Clean criminal record.

**Part-Time After School Programme Leader**

The successful candidate for this position will work under the direction of the After School Programme Supervisor and Director, and will be responsible for implementing age appropriate after school learning and recreation/enrichment activities (such as organized sports, games/physical activities, dance, arts and crafts, and when necessary, homework).

**Candidates for the above position:**

- Must have a minimum of one year experience working with children.
- An Associate's degree or Certificate in Child Care would be an asset.
- A valid SCARS certification would be preferred.
- A valid First Aid/CPR/AED certification would be preferred.
- Must be a reliable, enthusiastic team player with good communication and organizational skills.
- Must be available during the school year from 2:45pm - 5:30pm Monday to Friday.
- Must be flexible with the ability to work during the school breaks for holiday camps when required.
- Attendance and good time-keeping is essential.
- Clean criminal record.

All applicants must provide the following information: title of the post applied for, full name, date of birth, national status, full details of secondary and higher education with dates, full qualifications with dates, full details of teaching and other experience (indicating schools, responsibilities and dates), and also the names, addresses and telephone numbers of two persons who are willing to provide confidential professional references, one of whom should be your current employer.

Candidates are requested to e-mail a letter of application and resume vitae to the People & Culture Department at:

Email: [HumanResources@saltus.bm](mailto:HumanResources@saltus.bm)

Saltus Grammar School

P.O. Box HM 2224, Hamilton HM JX, Bermuda

Telephone: 441-292-6177



Canadian Accredited Independent Schools

**CLOSING DATE: October 5, 2018**

For further information on Saltus Grammar School, please visit the school's website at [www.saltus.bm](http://www.saltus.bm)