

Early Years Classroom Assistant

Candidate Brief



Introduction to Raoul Wallenberg International School (RWIS)

Raoul Wallenberg International School Palma (RWIS) is a values-driven learning environment committed to fostering future-focused, inquiry-based education. Guided by the values of honesty, compassion, courage, and drive, we provide a nurturing yet challenging space for students to thrive academically and personally. Located in the stunning setting of Mallorca, Spain, RWIS is dedicated to empowering learners from diverse backgrounds to become ethical leaders and global citizens.

RWIS Guiding Statements

Vision Statement

An inspiring and nurturing learning community that appropriately challenges and empowers students to be future-ready global citizens.

Mission Statement

The Raoul Wallenberg International School's mission is to make a positive difference for every single student in our care, helping to develop their full potential. We aim to nurture confident, independent, and resilient students in an inclusive, caring, challenging, diverse and joyful international learning environment. This outstanding student experience will empower RWIS graduates with the attitudes, skills and attributes to thrive in a rapidly changing world by enriching their own lives and those around them.

Watchwords



Courage



Drive



Honesty



Compassion

Early Years Classroom Assistant

Location: Raoul Wallenberg International School, Palma, Mallorca, Spain

Position: Early Years Classroom Assistant, Full-time

Reporting to: Head of Primary

Visa Requirements: Candidates must be an EU/EEA/Swiss citizen or have a work Visa to apply. We are unable to organise work and residence permits.

Deadline for Applications: Applications will be reviewed on a rolling basis, and an appointment will be made as soon as the ideal applicant has been found.

Start Date: 25 August 2026

Enquiries/Applications: hr@rwiss.es

The Opportunity

The Early Years Classroom Assistant supports a young learner in fully participating in a child-centered, inquiry-driven classroom where curiosity, exploration, and emotional safety are central to learning. Working closely with class teachers, the assistant provides individualized support that promotes engagement, confidence, and social connection, helping the child access learning experiences in ways that are meaningful and developmentally appropriate.

The role focuses primarily on encouraging independence, positive regulation, and active participation in both indoor and outdoor learning environments.

The assistant works in alignment with the school's educational approach and professional expectations, contributing to a warm, inclusive environment where every child feels supported, included, and connected.

Position Scope

Support for all students

- Provide support that enables each child to actively participate in inquiry-based classroom learning, indoor and outdoor exploration, and group experiences.
- Guide instructions, scaffold learning tasks, and reinforce understanding under class teacher guidance.
- Encourage independence by gradually adjusting levels of support to help each child build confidence, problem-solving skills, and self-direction.



- Assist with transitions, materials, and organization so the child can move smoothly between learning spaces and activities.
- Support emotional regulation and social participation using agreed strategies, helping the child engage positively with peers and adults.
- Facilitate communication by helping the child express needs, ideas, and feelings through language, movement, or other appropriate means.
- Support participation in daily routines and self-care activities while guiding the child toward growing independence and self-awareness.
- Promote engagement in hands-on exploration and collaborative experiences.
- Supervise and support the child during unstructured or transitional times.
- Share relevant observations with educators to contribute to ongoing reflection, planning, and responsive support.

Support for the School and Teachers

- Follow learning objectives and strategies set by class teachers.
- Collaborate professionally with staff while maintaining confidentiality at all times.
- Model inclusive, respectful, and professional behaviour on campus.
- Uphold RWIS values and policies.

Professional Conduct Requirements

- Full compliance with RWIS safeguarding, behaviour, confidentiality, and GDPR policies.
- Appropriate professional boundaries with the student and family.
- Communication regarding the student occurs only through designated school channels.
- Reliability, initiative, and commitment to inclusive practice.

Ideal Candidate

Essential

- Experience supporting children or young people in educational settings.
- Understanding of inclusive teaching and differentiation.
- Knowledge of safeguarding and child protection expectations.
- Excellent English (spoken and written).



- Flexibility to work 2 different shifts between 8:00 - 17:00
- Ability to work responsibly and collaboratively with a large team.

Preferred

- Relevant qualification in Education Support, Teaching Assistance, or Child Development.
 - Passion and talents in diverse areas such as: music, creative arts, gardening and outdoor learning etc...
 - Experience supporting Early Years student's development and growth.
 - Familiarity with Zones of Regulation, Restorative Practice, or SEL frameworks.
 - Experience in international or multilingual school settings.
 - Additional languages: German, Swedish, or Spanish.
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How to Apply:

Interested candidates should submit the following to HR:

1. A detailed CV.
2. A cover letter highlighting your suitability for the role.
3. Contact details of at least two professional references, one must be your current Head or Line manager.

Pre-employment reference checks and criminal record clearance will be conducted as part of our safer recruitment procedures.

*Due to the high number of applications, we will only contact shortlisted candidates.

Safeguarding & Equal Opportunities:

RWIS is an equal-opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

RWIS believes that every child has the right to grow up in a healthy, safe, secure, and supportive environment. As an institution, we prioritise and promote child protection above all else and adopt a strict zero-tolerance policy towards the mistreatment or abuse of children. Raoul Wallenberg International School supports the International Task Force on Child Protection



(ITFCP) Reports and Recommendations and we hold ourselves to a high standard of effective recruitment practices with specific attention to Child Protection.

As part of our recruitment procedures, RWIS conducts pre-employment reference checks before confirming any appointment. Furthermore, we request all successful candidates to undergo criminal record checks in their country of residence and/or previous countries of employment. Personal data is collected and used for recruitment purposes only in accordance with our Privacy Policy.

Join us in shaping the future leaders of tomorrow at RWIS. We look forward to welcoming a passionate and skilled professional to join our vibrant and values-driven community!





Welcome to Palma's most beautiful, progressive and values-driven school.

Raoul Wallenberg International School

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