

Learning Assistant: Job Description

Job Opportunity	For August 2026
Position	Learning Assistant
Closing Date	May 2026
Reports to	School Principal
Salary	Competitive salary based on qualifications and experience

Benefits:

- A rolling annual contract, subject to a probation period
- Social security
- Continuous professional development
- Daily snack and lunch
- A unique working environment with the opportunity for personal and professional development

About the School:

The Jataka School is a progressive, international primary school in the Bangchak neighbourhood of Bangkok.

Opening in 2026, Jataka's dynamic approach includes a unique emphasis on integrating and revitalising Asian wisdom traditions, and brings the Middle Way's early years and primary education program from Woodstock, NY, to the creative capital of Southeast Asia.

Our curriculum matrix represents an elegant integration of the British curricular system with an innovative Dharma curriculum that infuses the entire school environment to skillfully guide students into creative explorations of wisdom and compassion.

Students from nursery to year six study bilingually in English and Mandarin, and in Jataka's language immersion programme, they also study in Thai.

The Jataka School is part of a growing global network of schools, including New York and Nepal, allowing for exchanges for both students and teachers.

The Role:

The Jataka School seeks to appoint an experienced Learning Assistant in the Early Years department, serving students aged 3 to 5. The Jataka School values the essential role of Learning Assistants in students' well-being and academic success. A key member of the

teaching team, the Learning Assistant supports student learning in class and beyond. They assist class teachers to provide planning, instructional delivery, and learning of the highest standards. With regard to the learning environment, Learning Assistants play a key role in classroom set-up and resourcing to provide a high-quality, age-appropriate, and engaging learning environment. In our play-based model, Learning Assistants support children's progress and the consolidation of skills by planning in the moment.

We are looking to recruit an LA with strong proficiency in Thai, English, and Mandarin.

Learning Assistants report to the School Principal and work under the direction of the learning community teaching team.

Core Competencies:

Qualifications and Experience:

- A bachelor's degree
- A minimum of 2 years' experience in a school setting (relevant age range and international school experience preferred)
- Knowledge of child development, how children learn, and age-related expectations
- Experience working with English/ Thai/ Mandarin language learners
- Verbal and written proficiency in Thai and English (TEOSL Score over 600)
- Conversational Mandarin speaker (HSK Level 4 preferred)
- An understanding of child safeguarding

Personal Skills:

- Strong interpersonal skills with children, colleagues, parents, and other professionals
- A cooperative approach with experience of collaborative work
- A willingness to contribute to all aspects of school life
- Proactive with strong organisational skills
- Open-minded with a can-do attitude
- A mindful approach to listening and communication

Professional Responsibilities:

Personal and Professional Conduct:

- Demonstrates a professional approach
- Demonstrates a dedication to pastoral care that centres the unique child, respecting and honouring individual differences and cultural diversity
- Committed to working within and applying school policies
- Demonstrates a reflective approach to self-improvement on both a personal and professional level
- Consistently attends whole school events
- Completes administrative tasks to a high standard, including but not limited to behaviour logs, registration, and other administrative tasks as required by the role

- Respond to communications in a timely manner
- Maintains confidentiality

Knowledge and Understanding:

- Dedicated to socio-emotional care that centres the unique child
- Attends and positively contributes to staff meetings and professional development, abiding by the school's communication principles
- Demonstrates a dedication to personal development, applying what they have learnt in their practice and sharing key takeaways with colleagues when requested
- Demonstrates an understanding of the curriculum, age-related expectations, and play-based pedagogy and applies this knowledge when supporting students
- Knows how to adapt support to meet the individual needs of students
- Understands that the roles and responsibilities of a Learning Assistant extend beyond the designated classroom to the whole school
- Demonstrates a knowledge of safeguarding practice and a commitment to uphold the school's safeguarding policy

Teaching and Learning:

- Actively supports student engagement, participation, learning, and progress
- Supports students to actively engage with the learning objectives by clarifying, explaining, assisting, encouraging, and questioning
- Plans in the moment to support student growth and the consolidation of skills during child-initiated learning through play
- Adopts relevant strategies to suit the needs of individual students
- Promotes, supports, and facilitates inclusion of all students
- Leads learning for individuals, small groups, and whole classes, as required
- Contributes to assessment and planning by supporting, monitoring, recording, and reporting student well-being, engagement, performance, and progress
- Ensures the learning environment aligns with the school's policies, creating displays and resources as directed by the teaching and leadership team
- Ensures the learning environment is safe and organised, and resources are stocked and available to students
- Proactively manages behaviour using a conscious behaviour approach to ensure a safe and effective learning environment
- Communicates mindfully with students, upholding the school's communication principles
- Supervises students in class and during transition periods, lunchtimes, and playtimes
- Plans and delivers after-school activities as part of the Learning Outside the Classroom programme
- Assists with field trips and residential

Working with Others:

- Safeguards and promotes the health and well-being of community members

- Develops positive working relationships with students, staff, and families
- Recognises and respects the role and contribution of families and other professionals by working in partnership with them
- Supports the teaching and leadership team to monitor and report on student engagement, performance, and progress, including sharing concerns with the relevant parties
- Supports planning and resourcing by actively participating in meetings and planning sessions
- Upholds the school's communication principles
- Recognises and respects the diversity of the student and staff body

Dharma Element:

- Embodies the values and approaches of the school
- Models behaviour in line with the Buddhist approach and sustainable principles
- Committed to learning about Buddhist Education and Buddhist traditions and practices
- Knows and understands the Jataka approach to education, proactively reaching out for support
- Works under the support and direction of the School Principal and the Contemplation & VIEW Team to support weaving the Dharma curriculum through the school day, activities, and lessons

Safeguarding:

The job holder is responsible for promoting and safeguarding the welfare of children and young people for whom they are responsible or with whom they come into contact. They will comply with the relevant Safeguarding and Child Protection Policies and Procedures at all times. If, during the course of carrying out their role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm, either at school or at home, they must report any concern to the Designated Safeguarding Lead so that a referral can be made to the relevant third-party services.

The duties and responsibilities of this post may vary from time to time in response to the school's changing demands.

Requirements:

Rigorous background checks will be enforced:

- Confirmation of identity
- Satisfactory references
- Satisfactory Thai Police Criminal Record Check, alongside a criminal record check from all previous countries of residence
- Verification of qualifications and work experience

How we use your information:

Information is processed and stored in compliance with the Personal Data Protection Act of Thailand.