

Personal Assistant / Student Support Assistant (Personlig Assistent)

Temporary Position until 31 July 2027

Gjøvikregionen International School (GIS)

About Gjøvikregionen International School

Gjøvikregionen International School (GIS) is a friendly and inclusive international school committed to ensuring that every student feels valued, supported and able to participate fully in school life. Our approach is guided by the belief that inclusion is everyone's responsibility and that all learners should have equitable opportunities to access learning, participate in the school community, and experience a sense of belonging.

As a member of the GIS team, you will work alongside dedicated, caring and highly collaborative colleagues who share a commitment to student wellbeing, inclusion and educational excellence. We pride ourselves on maintaining a supportive working environment where staff are encouraged to work together, share expertise and support one another.

Position Overview

Gjøvikregionen International School is seeking a caring, flexible and committed **Personal Assistant / Student Support Assistant (Personlig Assistent)** to support students in accessing learning, participating in school life and developing independence within our inclusive international school environment.

This is a **temporary fixed-term position running until 31 July 2027**. The appointment is aligned with identified student support needs and the school's current provision requirements.

The successful candidate will work closely with teachers, the Special Educational Needs Coordinator (SENCO) and wider school staff to provide practical, academic, social and organisational support. Depending on identified needs, the role may involve supporting an individual student or a small number of students.

At GIS, we take a strengths-based and barrier-focused approach to support. We seek to identify, reduce and remove barriers to learning, participation, wellbeing and social engagement whilst promoting student independence, confidence and success.

Key Responsibilities

The Personal Assistant will:

- Support students to access learning activities and participate fully in classroom, social and extracurricular experiences.
- Assist students with organisation, routines, transitions and daily school activities where required.
- Help implement agreed accommodations, support plans and inclusion strategies developed by the school.
- Promote student independence, self-advocacy and confidence.
- Support positive peer relationships and meaningful participation within the wider school community.
- Contribute to safe, predictable and supportive learning environments.
- Observe and record information that contributes to support planning and review processes.
- Collaborate professionally with teachers, school leadership, the SENCO and relevant external professionals where appropriate.
- Maintain confidentiality and safeguard student dignity and wellbeing at all times.
- Participate in relevant training and professional learning opportunities.

Desired Qualifications, Experience and Language Skills

Formal qualifications in Special Educational Needs (SEN) are **not required** for this role. However, applicants with relevant qualifications and experience will be viewed favourably.

Desirable qualifications and experience include:

- Experience working with children or young people in educational, childcare, health, youth work or support settings.
- Experience supporting learners with diverse learning, behavioural, communication, social-emotional or physical needs.
- Qualifications in education, childcare, special educational needs, psychology, youth work, health care, social work or related fields.
- Experience working in inclusive educational environments.
- Understanding of positive behaviour support approaches.
- Experience supporting communication, emotional regulation, executive functioning or social development.
- Knowledge of inclusion, accessibility and student wellbeing practices.

Language Requirements

- **Good spoken and written English is essential**, as English is the primary language of instruction and communication at GIS.
- **Basic to good Norwegian language skills are desirable**, as the role may involve communication with students, families and external agencies within the Norwegian educational context.

Personal Qualities

We are looking for someone who:

- Demonstrates patience, empathy and professionalism.
- Builds positive and respectful relationships with students.
- Has strong communication and collaboration skills.
- Is calm, flexible and solution-focused.
- Can work independently whilst contributing effectively to a team.
- Maintains high expectations for all learners.
- Believes that every student deserves access, participation, belonging and opportunities for success.
- Enjoys working as part of a supportive and collaborative school community.

Why Join GIS?

At GIS, you will become part of a welcoming international school community that cares deeply about students and staff alike.

We offer:

- The opportunity to make a meaningful difference in students' lives.
- A welcoming and supportive international school community.
- A collaborative team of dedicated and caring colleagues.
- Professional learning and development opportunities.
- The opportunity to contribute to a school culture where inclusion is a shared responsibility and every learner is valued.
- A workplace characterised by mutual respect, teamwork and a strong commitment to student success.

Contract Information

- **Position:** Personal Assistant / Student Support Assistant (Personlig Assistent)
- **Contract Type:** Temporary fixed-term appointment
- **Contract End Date:** 31 July 2027
- **Start Date:** As soon as possible, or by agreement
- **Employment Fraction:** 100% (37.5 hours per week)
- **Salary:** According to qualifications and relevant experience

Safeguarding

Gjøvikregionen International School is committed to safeguarding and promoting the welfare of children and young people. All appointments are subject to satisfactory references, police clearance and compliance with Norwegian safeguarding requirements.