



**ST.GEORGE'S**  
The British International School

**MUNICH**

## Reception Class Teaching Assistant m/f Munich

St. George's is a state-approved (staatlich genehmigte), co-educational, non denominational school which seeks to provide the best of the English and international education systems for children aged 2 to 18 (Nursery - IB). We achieve high academic standards by means of small classes, dedicated staff, and a flexible timetable, tailored to the needs of the individual child.

Founded as an English international family institution in 1985 in Cologne, St. George's cherishes the friendly atmosphere and international spirit that it has successfully fostered amongst its staff and pupils. Our vision has now become so successful that we are now a group of three schools located in Cologne, Duisburg-Düsseldorf and Munich.

We are looking for a dynamic and caring Reception Class Teaching Assistant (m/f) to join our expanding Primary department to start as soon as possible.

### Your responsibilities

- Attend weekly staff meetings and read through the minutes ensuring understanding of all topics covered
- Discuss ideas for activities and topic areas each half term with the Reception Class Teacher before the medium term planning is completed. Talk through the weekly planning for the commencing week to ensure understanding of all activities
- Provide the Head of Section with the relevant information to produce the weekly bulletin for the parents, informing them of what the children are learning and about upcoming events
- Demonstrate a positive and friendly attitude towards the parents and the children who are in your care
- Greet parents and children in the morning
- Ensure that security is promoted at all times
- Help supervise children throughout the day. Have an open eye the whole time in the class, watching behaviour, etc.
- Report any health and safety issues to the Reception Class Teacher
- Stay in the classroom at all times when children are under your supervision. Never leave a child unattended in the classroom
- Treat children alike, no favourites
- Run and extra-curricular club either in Foundation Stage or any other Department of the Primary School
- Assist with class and department trips in all areas of the procedure/timeline



- Update the Reception Class Teacher with observations on children and contribute to children's reports
- Join in with whole class activities, carpet times, singing, etc.
- Help with Sport, Music, Dance and Cooking activities, on a weekly basis
- Work alongside the Reception Class Teacher helping to take children to the lavatory, occasionally change wet clothes
- Monitor lavatories during use, making sure they are left in an acceptable condition
- Help dress children for outside activities with the Reception Class Teacher
- Provide outside supervision and organise outside toys
- Help with meal times
- Help with displays and the redistribution of children's work in both the classroom and other learning environments
- Keep the classroom clean and neat at all times
- At the end of the day make sure the classroom is prepared for the following day with the Reception Class Teacher
- Work as part of the Foundation Stage Team, promoting a positive and professional environment at all times

#### **Other Duties and Responsibilities**

- To carry out a share of supervisory duties in accordance with the published rotas
- To attend all school functions relating to their teaching year groups or other year groups as part of the whole school programme
- To follow and implement school policies and procedures
- To conduct yourself in a professional manner and not bring the school's name into disrepute
- To work cooperatively with the school management team
- Take shared responsibility for the tidiness and safety of communal areas
- To maintain high professional standards of attendance, punctuality, appearance and maintain positive, courteous relations with pupils, parents and colleagues
- To work within the school guidelines to ensure a safe working environment for staff, pupils and visitors
- To attend in service training opportunities, which may occur in the day or in the evening. To participate in INSET opportunities, both as a participant and a leader of in house training sessions



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### **Your profile**

The successful applicant will be:

- An Assistant who is able to support the Reception Class Teacher in all areas and to help supervise the class ensuring that the children are happy, stimulated and safe at all times
- Hard working with a good sense of humour
- A team player

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