

For three decades the St. George's British International School group has shown particular strengths in crafting education based on fundamental values. An innovative learning architecture paired with unlimited possibilities to nurture personal interests and the support of a thriving international community distinguish St. George's in pioneering future-oriented schooling. Our community of dedicated teaching and administrative professionals located in Munich, Cologne and Duisburg-Düsseldorf consists of people who embrace these values and passion, believing in our vision of developing the future of education together.

To support our Early Years section, we are looking for a dynamic and caring

Early Years Teaching and Learning Assistant (m/f/d)

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 Early Years 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 Early Years 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 always promoted
- 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 Early Years Teacher
- Always stay in the classroom 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 Early Years or any other department of the Primary School
- Assist with class and department trips in all areas of the procedure/timeline
- Update the 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 other Early Years colleagues 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 Early Years Teacher
- Provide outside supervision and organise outside toys
- Help with mealtimes
- 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 class Teacher
- Work as part of the Early Years Team, always promoting a positive and professional environment

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

Why join us:

The performance of our people is what defines the success of St. George's. Our teams are enabled to take the initiative and encouraged to think and act like entrepreneurs. The multinational corporate environment provides our talented employees with a large area to expand professionally and offers multiple opportunities to enrich their individual mindsets and experiences. By joining us, you will be part of our community life and actively participate in varied projects, allowing St. George's to continually evolve.

To innovate your career please apply at:

Ms Lona Beckers

Recruitment Manager

recruitment@stgeorgesschool.com