



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

**COLOGNE**

## Primary Class Teaching Assistant Cologne

St. George's is a state-approved (staatlich anerkannte), 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 Primary Class Teaching Assistant (m/f) to join our expanding Primary department to start in August 2019.

### **Support for Pupils**

- Develop a knowledge of a range of learning supports needs and to develop an understanding of the specific needs of the pupils to be supported.
- Aid pupils to learn as effectively as possible both in group situations and on their own.
- Establish a constructive relationship with pupils and interact with them according to individual needs.
- Provide feedback to pupils in relation to progress or achievement under the guidance of the teacher.

### **Support for Teachers**

- Assist the class teacher in the planning of programmes of support for pupils.
- Record pupil achievement as directed.
- Provide regular feedback about the children to the teacher.
- Promote good behaviour.
- Administer routine tests and undertake routine marking of children's work, as agreed with the Head of Section or Head of School.
- Support teachers in administrative tasks.

### **Support for the School**

- Be aware of and comply with school policies.
- Attend and participate in relevant meetings as required.
- Contribute to reviews of children's progress as required.
- Prepare and present displays as required.
- Support in the preparation and conduct for school events, including School Productions, even when these may occur outside of usual working hours.
- Accompany school trips, including residential trips, as required.



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### **Other Duties and Responsibilities**

- To take all reasonable steps to ensure a safe environment for staff, pupils and visitors.
- To carry out an appropriate share of the collective staff responsibility to cover absent colleagues.
- To carry out a share of supervisory duties in accordance with the published rotas.
- To contribute to the extra-curricular activities programme and other aspects of enrichment within the school, including after school clubs, school trips and events. These may be held after school, at the weekend or on holiday dates.
- To take shared responsibility for the tidiness of communal areas.
- To undertake any reasonable request from the school management, in line with your professional role and level of responsibility, to ensure the efficient and effective operation of the school.

All applications should be made using our online application system. Simply visit our website, and follow the link provided to make an application:

[www.stgeorgesschool.com/st-george-s-schools/careers/welcome](http://www.stgeorgesschool.com/st-george-s-schools/careers/welcome)

You are requested to submit a copy of the following documentation to complete your application:

- Qualifications
- Your passport information page

Please also submit the following, where available:

- Recent police clearance
- A valid work permit, if you are not an EU resident

St. George's School  
Recruitment  
z. H. Herr Christopher Lewis  
Husarenstraße 20  
50997 Köln  
recruitment@stgeorgesschool.com