

GROUP LEADERS ASSISTANT/ TEACHER ASSISTANTS



Main responsibility and position:

The assistant is, under the responsibility of the group leader, responsible for the daily care, guidance and development of a group of children.

She/He acts according to the vision and policies of International Child Care Centre Smartkids.

Duties towards the children/parents:

- Take care of daily hygiene and safety of the children.
- Encouraging children in their play (working in group or one by one).
- Give children a "English language bath", by talking the whole time to them and say what they do.
- Work on the children's independence, self-help skills and learn to say "no" in a positive way.
- Being able to supervise the group for short periods.
- Being able to see and understand the children's needs and stages of development.
- Participate in all activities and be a role model for the children.
- Use positive language and speak slowly, clearly and in direct sentences. Pronounce the final consonants in words.
- Establish and maintain a positive attitude towards children and parents

Others duties:

- Help the group leader in organizing parent-evenings or special events.
- Ensure there are sufficient basic resources in the group (fill-up materials like pens, paper, paint, etc) and prepare materials and activities for the group.
- Always be on time in the group and maintain good physical/personal appearance.
- Demonstrate a positive attitude towards colleagues and customers.
- Be open and flexible for comments.
- Take care of all extra duties as requested by the group leader or Head of Child Care Centre.

Cleaning duties:

- Ensuring the group is neat, tidy and safe (are puzzles/ games complete, are toys missing? broken, tidy-up toys in same place, keep toys together, sort out toys, etc).
- Clean tables and chairs after snack, lunch or art activities and wipe the floor.
- Put dirty towels and aprons in washing baskets.
- Clean toys, pillows covers etc.

Requirements / Qualifications

- Preschool education - College/ University degree or BA degree in child care.
- Experienced in working with a group of children from 18months to 6years old.
- Fluent in English