

GROUP LEADERS/ TEACHERS



Main responsibility and position within Smartkids:

The group leader is, under the supervision of the Location Manager (LM), 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 and acts as a part of a team of group leaders.

Duties towards the children:	The group leader:
<ul style="list-style-type: none">• will guide and take care of the children as individuals and as a group.• is responsible for the atmosphere, where children feel accepted and safe.• guides and stimulates the children in all aspects of their development.• creates an environment in which children are stimulated to play and explore and creates special and enticing play activities (age related).• takes care of saying hello and goodbye. (Not the assistant).• is aware of the developmental stages of the children, observes children and reports about their well-being to the LM and informs the parent about the child's development.• takes care of the daily hygiene of children.	

Duties towards parents:	The group leader:
<ul style="list-style-type: none">• is the main person in contacting and initiating communication with parents of her group and informs the parents about the development of the child, rules, etc.• can advise parents in all developmental questions.• will inform the LM if and when there are developmental issues with a child; from there it will be decided how this will be handled/ addressed.• stimulates parents to visit the group every now and then.• creates a good contact with and shows a respectful attitude towards parents.	

Duties towards organization:	The group leader:
<ul style="list-style-type: none">• contributes towards policies and vision through meetings and workgroup sessions.• helps in organizing parent-meetings.• is responsible for furniture and toys within the classroom and surrounding; discusses requests/repairs with the LM.• is responsible for administration related to children and planning (contact addresses, planning, register, reports).• is expected to act as good role model to children, parents, assistants and others.	

Cleaning duties:**The group leader:**

- takes care of good hygiene in the group, toilets and other areas. She/he informs the LM about problems or broken items.
- performs small cleaning duties in the group (cleaning toys, small repairs of toys).

Duties in relation to the LM:**The group leader:**

- informs the LM about her group and assistants.
- informs the LM about wishes, questions, and complaints from parents.
- participates in meetings about children, parents and works closely together with colleagues.

Duties in relation to colleagues and assistants:**The group leader:**

- is responsible for good teamwork; she/he gives feedback and stimulates colleagues. She/He is friendly and respectful towards colleagues. She/He shows insight in own functioning and is flexible and she/he is focused on finding positive solutions.
- guides and instructs assistants in their work and attitude in the group and informs LM about progress/ problems.

Requirements / Qualifications

- Foreign pedagogic degree - preferably in early childhood education
- Experienced in working with a group of young children for at least 2 years
- Fluent in English