

Job Description

Position: Easter School Teacher

Purpose of this post

The **Easter School Teacher** is responsible to follow the program prepared by the Easter School Camp Leader (including but not limited to activities, beverage arrangements, safeguarding of kids etc.) to support both enrichment and remedial learning for students. We aim to give students an educational, culturally enriching and memorable Easter experience in a safe and supervised setting.

Duties & Responsibilities

Easter School ethos

- Be punctual
- Arrive at school on time
- Stay until the end of day according to the agreed contract
- Prepare the children for each activity in a timely manner, especially when changing locations and teachers
- Keep working spaces clean and materials ready for the next use
- Have material for each activity prepared 1 week in advance and share with camp leader
- Be mindful and respectful of resources and colleagues
- Share ideas, be collaborative and flexible to change
- Be enthusiastic and a team player
- Be kind, understanding and compassionate with children
- Engage in activities with the children and assist them during break times as needed
- Always act as a positive role model and leader
- Follow instructions of camp leader
- Use of telephone to be limited when around the children unless of an emergency
- Use of English is essential at all times, unless a child does not understand the language

Health and Safety

- Ensure children are always safe, follow the health and safety policy as well as safeguarding.
- Have good communication and coordination with the nurse and camp leader
- Ensure that assigned groups of children are always supervised (one adult in the front of the line and one at the end) especially when moving from one room to another or outdoors to monitor and avoid accidents or incidents during the process
- Be vigilant and report any unsafe environment or hazards
- Ensure pick up card is presented before dismissing children
- Record any accidents or incidents in the logbook and fill in all information requested
- Be aware of any allergies or children's special needs when planning activities

Day-to-day responsibilities

- Check that children have all necessary items with them daily and that all personal items are labelled.
- Plan and teach the activities of the day, according to the program and themes set by the camp leader.
- Guide Assistant Teacher in the preparation for the activities
- Set up activities by preparing materials in advance, maintain equipment and be organized.
- Inform the camp leader of materials and consumables used, as well as any damages in writing at the end of each week.
- Set standards and norms of good practice and deal with any problems swiftly, fairly and appropriately. Inform camp leader immediately if anything serious occurs.
- Be reliable regarding communication, attendance and preparation.
- Be able to build good relationships with the children.
- Supervise and assist children during their break times.
- Ensure all areas used are left clean and that children do not litter recreational areas or nature.
- Make sure children have all their personal items with them during departure.
- Collect all items left behind in the lost and found area assigned.
- Attend weekly meetings and training as necessary