

### Job Description

**Position:** Easter School Teacher Assistant

#### **Purpose of this post**

The **Easter School Teacher Assistant** is responsible to follow the program given by the Easter School Teacher (including but not limited to activities, beverage arrangements, safeguarding of kids etc.) and to support the Easter School Teacher in the daily tasks. In addition 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 shared 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 and teacher currently assisting
- 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, camp leader and other staff
- Ensure that assigned groups of children are always supervised
- Be vigilant and report any unsafe environment or hazards
- Ensure pick up card is presented before dismissing children
- Be aware of any allergies or children's special needs

##### **Day-to-day responsibilities**

- Check that children have all necessary items with them daily and that all personal items are labelled.
- Actively assist in teaching the activities of the day and support the teacher in all activities.
- Be flexible and able to take over certain activities in case the teacher is absent or needs to be out of the classroom for a short time.

- Set up activities by preparing material as requested by teacher, maintain equipment and be organized.
- Help with the set-up of spaces as requested, as well as with any tasks asked of you in assistance with the children.
- 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 and maintain 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