



**INTERNATIONAL
COMMUNITY
SCHOOL**

Job Title: Preschool Assistant Teacher
Employer Name: International Community Schools
Employment Start Date: May, 2024
School/Campus: Accra Campus

About the school:

International Community School Ghana is a world-class institution providing students with an inclusive holistic and international education needed to succeed in college/university and become a public leader.

We educate confident, responsible and engaged learners from pre-school through high school. Our students take the Cambridge International Exams, IGCSE and the AS/A Level Exams.

THE POSITION:

We are looking for a well-trained, dynamic and learning – focused Preschool Assistant teacher to support a Lead teacher by helping to supervise activities in the classroom, working with children on an individual, small group and whole class basis. The Assistant Teacher will assist students by providing extra instructional support (which includes the preparation of specialized instructional materials to reinforce classroom materials) and individual attention.

BENEFITS

ICS ensures that its teachers/staff are well catered for by offering them incentives and benefits as much as the resources of the school would allow.

These benefits are as follows:

- 1. Competitive Remuneration**
- 2. Bursary/Scholarship for staff wards (Maximum of 2 kids)**
- 3. Continuous Staff Training and Development for professional growth.**
- 4. Provident fund Contribution**
- 5. Enterprise Trustees Contribution**
- 6. Social Security Contribution**

KEY RESPONSIBILITIES:

Support for pupils:

- Develop a knowledge of a range of learning support needs and to develop an understanding of the specific needs of the pupils to be supported
- Supervise and provide particular support for pupils, ensuring their safety in and outside the classroom
- Establish a constructive relationship with the pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all children
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide the necessary pastoral care to enable children to feel secure and happy
- Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher

Support for teachers

- Assist the class teacher (and other professionals as appropriate), in the development and planning of a suitable programme of support for pupils
- Monitor pupil's responses to learning activities and accurately record achievement as directed
- Provide detailed and regular feedback about the children to the teacher
- Contribute to the maintenance of children's progress records
- Participate in the evaluation of the support programme
- Promote good behaviour, dealing promptly with conflicts and incidents in line with established policy, and encourage children to take responsibility for their own behaviour

Support for the Curriculum:

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Undertake intervention programmes in accordance with the school policies and record achievement and progress, and give feedback to the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Assist with the preparation and maintenance of equipment/resources required to meet lesson plans/relevant learning activities to support the delivery of an enriched curriculum

Support for the school:

- Be aware of and comply with the procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the roles of other professionals

- Attend and participate in relevant meetings as required
- Where appropriate develop a relationship to foster links between home and school

PERSON SPECIFICATION

Evidence of:

Bachelor's degree in early childhood education with at least two years working experience as an assistant teacher.

Demonstrated Skills and experience:

- Ability to build good working relationships with both pupils and adults
- Ability to manage groups of pupils and deal with challenging behavior
- Good organizational skills
- Flexibility and creativity
- Enjoy working with children
- Good literacy and numeracy skills
- Patience and a sense of humor
- Work effectively under pressure or deadlines
- Work effectively in a team environment
- Use a computer and various software applications

Application Instructions:

NOTE:

Kindly submit your CV and a cover letter, a letter of recommendation from your current Head and contact of two references who will be contacted if shortlisted. Only shortlisted applicants would participate in the interview. All appointments are subject to identity checks, criminal record checks and successful references.

Submit queries, if any and your completed application to hr@icsghana.info