



Job Title: Preschool Assistant Teacher

Employer's Name: International Community School

Employment Start Date: March 2026

Job Type: Full Time

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 patriotic leaders.

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

THE POSITION:

We are seeking to recruit a passionate and dedicated Preschool Assistant Teacher to join our vibrant learning community. The Preschool Assistant Teacher will support the Lead Teacher in providing a safe, nurturing, and developmentally appropriate learning environment for children ages 2–5. This role involves assisting classroom instruction, supervising children, preparing materials, and fostering social, emotional, cognitive, and physical development through structured and play-based activities.

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:

- ✓ **Competitive Remuneration**
- ✓ **Bursary/Scholarship for staff wards (Maximum of 2 kids)**
- ✓ **Continuous Staff Training and Development for professional growth.**

- ✓ **Social Security Contribution (Tier 1)**
- ✓ **Enterprise Trustees Contribution (Tier 2)**
- ✓ **Provident fund Contribution (Tier 3)**

KEY RESPONSIBILITIES

Classroom Support

- ✧ Assist the Lead Teacher in planning and implementing age-appropriate lesson plans and daily activities.
- ✧ Support instructional activities and outdoor learning.
- ✧ Help prepare and organize classroom materials, learning centres, and visual aids.
- ✧ Maintain a clean, organized, and engaging classroom environment.

Child Supervision & Safety

- ✧ Supervise children during classroom activities, meals, nap time, and outdoor play.
- ✧ Ensure compliance with safety, health, and licensing regulations at all times.
- ✧ Monitor children for developmental progress, behavioral changes, or health concerns and report observations to the Lead Teacher.
- ✧ Assist with emergency procedures and drills as required.

Student Development Support

- ✧ Encourage positive behaviour and social interaction using approved behaviour guidance techniques.
- ✧ Provide individual support to children who may need additional help.
- ✧ Promote independence by guiding children in self-care tasks (e.g., toileting, hand-washing, dressing).
- ✧ Foster a warm, inclusive and respectful classroom culture.



Communication & Collaboration

- ❖ Work collaboratively with the Lead Teacher and other team members.
- ❖ Communicate respectfully and professionally with parents and guardians.
- ❖ Participate in staff meetings, training sessions, and professional development opportunities.
- ❖ Assist in documenting children's progress, portfolios, and assessments as directed.

Administrative & Daily Duties

- ❖ Help maintain accurate attendance records and incident reports.
- ❖ Support classroom transitions and daily routines.
- ❖ Perform other related duties as assigned by the Lead Teacher or Head.

PERSON SPECIFICATION:

- ❖ A minimum of a **bachelor's degree in early childhood education**, or a related field.
- ❖ At least **3 years of experience** working in a school as an assistant teacher
- ❖ Patience, compassion and enthusiasm for working with young children.
- ❖ Strong communication and interpersonal skills.
- ❖ Ability to work collaboratively as part of a team.
- ❖ Ability to multitask in a dynamic classroom environment.
- ❖ Physical ability to lift, bend, kneel and actively engage with children.

NOTE:

Kindly submit your CV, a cover letter, certificate and 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 exams writing, teaching demonstration and interview.

The 'International' School is totally committed to safeguarding the welfare of children and young people and expects the same from its employees. All new staff will be subject to



enhanced pre-employment clearance including identity checks, criminal background checks, qualification checks and employment checks.

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