



Job Title: Preschool Assistant teacher

Employer's Name: International Community School

Employment Start Date: 1 st September, 2026

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 dedicated and compassionate Preschool Assistant Teacher to join our formidable team. The ideal candidate will support the lead teacher in creating a safe, nurturing and stimulating environment where young children can thrive. This role is essential in helping children develop socially, emotionally and academically during their early years.

KEY RESPONSIBILITIES/DUTIES:

Curriculum Support

- Assist the lead teacher in planning and implementing age-appropriate lessons and activities.
- Help with arts and crafts, story time, outdoor play and group learning exercises.

Classroom Management

- Maintain a clean, organized and welcoming classroom.
- Prepare materials and set up activities.
- Support children's behavioral and emotional needs.

Child Supervision & Care

- Monitor children's safety during play, meals and rest times.
- Assist with personal care routines (toileting, handwashing, meals).
- Encourage positive peer interactions and conflict resolution.
- Communication & Documentation

- Inform the lead teacher about children's progress and daily activities, so the lead teacher can communicate updates to parents and caregivers.
- Keep records of attendance, developmental milestones and daily activities.
- Participate in parent-teacher meetings and school events.

EDUCATION, QUALIFICATIONS, KNOWLEDGE, SKILLS & EXPERIENCE:

The Ideal Candidate Should Have:

- Education & Experience:
- Bachelor's degree in early childhood education.
- Minimum of 2 years assisting preschool children, preferably in a Cambridge school setting.

Classroom Contributions:

- Supported the development of new classroom activities that enhanced student engagement.
- Assisted in organizing school-wide events promoting early childhood education.
- Provided observations and feedback to the lead teacher on children's progress and daily activities.

Skills & Attributes:

- Strong verbal and written communication skills for interacting with children and staff.
- Ability to remain calm, patient and supportive in challenging situations.
- Creativity in developing engaging activities that foster exploration and learning.
- Effective collaboration with the lead teacher and other staff members.
- Strong organizational skills to manage multiple tasks while maintaining a structured environment.
- Commitment to safeguarding children and ensuring their well-being.

APPLICATION INSTRUCTIONS:

NOTE:

Kindly submit your CV, certificates and a cover letter, a letter of recommendation from your current Head and contact of two references who will be contacted if shortlisted. Please note that only shortlisted candidates will be contacted and invited to take part in the examination writing and interview process. 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