



Freiestrasse 175, 8032 Zürich, 044 252 9121,
www.childrenfirst.ch, applications@childrenfirst.ch

Role Description: Qualified Nursery Teacher - Fachperson Betreuung Kind

General Responsibilities

- Deliver an Early Years curriculum meeting international standards in child development and early years education in English / German.
- Plan and prepare activities for individual children and groups and report how they experienced them to parents on request
- Agree what each team member can contribute to the work with the children, keeping an overview of what is achieved individually and in groups
- Monitor children's progress and keep assessment records
- Take responsibility for safety, hygiene and protection of all children aged 0 to 4 years old, and handover to other teachers as required

Tasks:

- Ensure the staff team work to uphold standards described in our information, policy documents, guidelines and Swiss legislation
- Take responsibility for children's behaviour and set targets for improvement where necessary
- Maintain confidentiality at all times and take measures for data protection
- Ensure equal opportunities through awareness of a child's culture and individual background, understanding the different skills and abilities of each child
- Manage all staff who work in the nursery to create and lead team players.
- Supervise information given to parents regarding the daily care of their children and ensure communications are accurate, professional and timely.
- Deputise for the Head of School when required, e.g. hosting visits, responding to enquiries and organizing the work.
- Clean rooms and equipment including laundry or ensure this is done properly - to Swiss standards.
- Keep accident, incident and risk assessment records.

<ul style="list-style-type: none"> • Prepare meals and supervise meal times. • Present Children First in a friendly, calm and professional manner. • Meet with Kindergarten and Preschool Teachers to coordinate curricular work, community events and Fun weeks. • Any other duties appropriate to the post as directed by the Head / Deputy.
<p>Pensum: 80 - 100% (part-time, start possible immediately or upon agreement)</p>
<p>Qualifications and Experience:</p>
<ul style="list-style-type: none"> • Recognized nursery qualification. Knowledge of EYFS or equivalent curriculum. • Desirable: Montessori (AMI/ AMS) qualification 0-3. • A minimum of five years' experience. • Swiss work permit (B or C)
<p>Competency and Skills:</p>
<ul style="list-style-type: none"> • Team management skills • Worked in a small environment / new school • Native-speaker of English, German an advantage • Inter-culturally competent, self-starter, self-aware. • Ideally speaks another language or has lived in different countries in the past. • Values: partnership with parents, psychologically-minded.

Monica Shah

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