



Children First

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

Role Description: Qualified English Kindergarten Teacher

General Responsibilities

- Deliver an Early Years curriculum meeting international standards in child development and early years education
- 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 in the work with the children, keeping an overview of what is achieved individually and in groups
- Work with German teacher to co-ordinate teaching and learning
- Monitor children's progress and keep assessment records
- Take responsibility for safety, hygiene and protection of all children aged three to six years old, and handover to other teachers as required

Tasks:

- Ensure the staff team work to uphold standards described in CFA 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 the staff team of the kindergarten.
- 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.
- Keep accident, incident and risk assessment records.

- Prepare meals and supervise meal times.
- Present Children First in a friendly, calm and professional manner.
- Meet with Nursery / Preschool Team Leader to co-ordinate curricular work and school holiday Fun weeks.
- Any other duties appropriate to the post as directed by the Head / Schoolhouse Manager.

Pensum/ Work Load: 70% - 100%
 Start date: 15th August 2022 or 1st October 2022

Qualifications and Experience:

- Recognized teaching degree with a special focus on early years. Knowledge of or trained in EYFS / UK National Curriculum framework or equivalent curriculum.
- We also accept Montessori (AMI/ AMS) trained kindergarten teachers 3 - 6.
- A minimum of five years teaching experience.
- Swiss work permit

Competency and Skills:

- Team management skills
- Ideally worked in a smaller environment / new school
- **Native-speaker of English**, German an advantage
- Interculturally competent, self-starter, responsible, mature personality.
- Ideally speaks another language or has lived in different countries in the past.
- Values are aligned with our values: empathy and transparent communication with parents, good team skills, mature and happy to take responsibility.



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Examples of kindergarten degrees we accept:

- U.K. PGCE/QTS/Certification of Education with specialisation in kindergarten / early years
- Montessori Diploma (AMI or AMS) for ages 3 to 6
- Swiss (PH) Kindergarten Diploma
- U.S. State Teaching License for ages 3 to 5
- Canadian Province Teaching License for ages 3 to 5
- New Zealand Trained Teacher's Diploma for ages 3 to 5
- Bachelor of Education with Early Years Specialisation

Please e-mail your letter of motivation, CV and your qualifications to
applications@childrenfirst.ch.