

Munich International School (MIS), located in Starnberg, South of Munich, Germany, is an outstanding, innovative and comprehensive international school for students aged 4 to 18 years. An inspirational faculty and staff create an exceptional learning environment that motivates all students to be globally-minded, academically successful, well-balanced and prepared for future challenges and responsibilities.

We are looking for a

After School Care Teaching Assistant

As part-time position (working hours are from 14.30 to 16:30 Monday to Friday) in the Junior School, beginning 1st January 2025.

Position description:

The After School Care Teaching Assistant provides assistance to the After School Care teacher through various, regular support tasks.

Duties and responsibilities:

- Providing support to the After School Care (ASC) Teacher to implement the daily activities of the ASC programme including: attendance; photocopying; bus transportation; snack distribution and clean up as delegated by the teacher.
- Providing support to the ASC Teacher for the supervision, health, and safety of all students during the ASC programme.
- Assisting the Teacher and students to maintain an organized and well managed group of students in the ASC programme.
- Assisting the Teacher in caring for the physical, social and emotional needs of all students in the ASC programme.
- Assisting the Teacher to maintain all ASC classrooms and activity rooms in a neat and orderly manner.
- Maintaining appropriate and courteous interactions with colleagues and parents as described in the MIS Community Commitments to Principled and Ethical Conduct
- Consulting with Teacher in communicating with parents information about student progress and/or behaviour in the ASC Program.
- Supervising and monitoring students as needed to ride the 16:15 buses
- Assisting the Teacher in the case of students who have missed the bus or haven't been picked up at the end of the After School Care programme.

Candidates should be able to demonstrate that they are:

- Aligned to the Mission, Vision and Values of the school;
- Committed to high standards of teaching and learning;
- Inter-culturally aware with well-developed interpersonal skills;
- Innovative; a team player; flexible;

What we have to offer:

- An exciting position in a unique, international environment
- Remuneration: Monthly salary (based on in-house collective agreements), 13th month salary, holiday bonus and meal allowance, relocation package

Application Procedure:

Candidates should send their application to employment@mis-munich.de. Please check the details on our home page (<https://www.mis-munich.de/careers>).

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Human Resources
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