

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

Junior School Teaching Assistant

As full-time position in the Junior School, beginning 1st August 2024.

Position description:

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

Duties and responsibilities:

- Assist the teacher and students to maintain an organized working environment and work with individuals or groups of students
- Assist the teacher in caring for the physical, social, emotional and educational needs of all students
- Ensure the pastoral care of all students and assist to maintain appropriate student behavior, in and outside of the classroom
- Defer to the teacher when communication to parents involves information about student progress.
- Attend school-based functions outside of school hours (e.g. Back-to-School Night, conferences) and participate as directed by the principal
- Provide supervision as per the duty rotation and at other times as appropriately delegated by the teacher
- Perform various support tasks (e.g. lunch cards, bus transportation, after school activities, ordering classroom supplies, photocopying, laminating, etc.) as delegated by the teacher
- Support the homeroom teacher in interviewing and transitioning new students and their parents into MIS (EC only)
- Any other similar support tasks assigned by the principal or teacher.
- Collaborates as part of the 'Student Support Services' team to discuss students and review the quality of the services offered at MIS.
- Establishes and maintains positive relationships with students and parents.
- Establishes and maintains expectations of student behaviour in and out of the classroom to create a well-functioning learning atmosphere in the school.

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;
- An excellent classroom practitioner;
- Inter-culturally aware with well-developed interpersonal skills;
- Innovative; a team player; flexible;
- Technologically adept;
- And last but not least, able to bring something exceptional to MIS.

What we have to offer:

- An exciting position in a unique, international environment
- A modern workplace with exceptional resources
- Remuneration: Monthly salary (based on in-house collective agreements), 13th month salary, holiday bonus and meal allowance, relocation package
- Contractual term: 1 year maternity cover contract

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/vacancies>).

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Human Resources
employment@mis-munich.de