

# Role Profile

**Kindergarten Assistant**

**Location:** Four Forest Zug

**Reporting to:** Principal

## Role overview

# What you'll be doing

## Role purpose

The Kindergarten 2 Assistant supports the teaching team in delivering a caring, structured and engaging learning environment for young children within a bilingual setting.

Working closely with the class teacher, the Assistant plays a key role in supporting children's daily routines, learning activities, and overall wellbeing. The role focuses on ensuring children feel safe, confident, and supported as they develop socially, emotionally and academically.

The post holder contributes to a positive classroom environment and supports a consistent, high-quality Early Years experience in line with the values of the school.

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## Key Accountabilities

### Classroom Support

- Support the class teacher in delivering engaging, age-appropriate learning activities.
- Assist with the preparation of materials and organisation of the classroom environment.
- Work with small groups or individual children to support learning and understanding.
- Maintain a safe, organised and stimulating classroom environment.

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### Child Wellbeing and Development

- Support children's social, emotional and behavioural development.
- Encourage independence, confidence and positive interactions.
- Supervise children throughout the day, including playtime, meals and transitions.
- Assist with daily routines such as dressing, toileting and transitions between activities.

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### Learning Support

- Reinforce learning through play-based and structured activities.
- Support early development in language, literacy, numeracy and social skills.
- Observe children's behaviour and development and share feedback with the class teacher.
- Support children with additional needs where required.

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### Collaboration and Teamwork

- Work closely with the class teacher and wider Early Years team.
- Support consistency in routines, expectations and classroom practice.
- Contribute positively to a collaborative and supportive team environment.

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### Parent Engagement

- Support a welcoming and professional environment for parents and families.
- Communicate simple day-to-day information where appropriate.
- Represent the school positively during drop-off, pick-up and school events.

## What you will be doing

- Supporting the day-to-day running of the Kindergarten classroom.
- Assisting children in their learning, play and daily routines.
- Creating a positive, nurturing and structured environment.
- Supporting children's independence and confidence.
- Working collaboratively within a bilingual Early Years team.
- Supporting the wellbeing and safety of all children.
- Contributing to school activities and events.

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### Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct.
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing.
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy.
- To engage in safeguarding training when required.

## Role overview

# What you'll bring

Essential	Desirable
<p><b>Skills</b></p> <ul style="list-style-type: none"><li>• Warm, patient and caring approach when working with young children</li><li>• Strong teamwork and collaboration skills</li><li>• Good communication skills in English</li><li>• Ability to follow guidance and work proactively</li><li>• Well-organised and able to manage multiple small tasks in a busy environment</li></ul>	<p><b>Skills</b></p> <ul style="list-style-type: none"><li>• Experience in a bilingual or international environment</li><li>• Basic German language skills</li></ul>
<p><b>Qualifications</b></p> <ul style="list-style-type: none"><li>• Relevant childcare or Early Years qualification, or equivalent practical experience</li></ul>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"><li>• First Aid training</li><li>• Safeguarding training</li></ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"><li>• Experience working with young children in a Kindergarten, daycare or school setting</li><li>• Understanding of early childhood development</li><li>• Positive attitude and willingness to learn</li></ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"><li>• Experience in an international school environment</li></ul>

### Key Stakeholders you'll be working with

- **Internal:** Executive Principal, Principal, the Senior Leadership Team, teaching and non-teaching staff, students.
- **External:** Parents, prospective parents.

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