

Role Profile

First KG Teacher English

Location: Four Forest Zug

Reports to: Principal

Role Overview

Your Role

Purpose of the Role

The First Kindergarten English Teacher plans and delivers high-quality, age-appropriate learning within our bilingual school. Working closely with German- and English-speaking colleagues, the teacher creates a nurturing and stimulating environment in which children develop early English language and literacy, mathematical understanding, and their social, emotional and personal competencies.

Key Responsibilities

Teaching and Learning

- Plan and deliver an engaging English-language programme for First Kindergarten.
- Design age-appropriate learning experiences that develop English language and literacy, early mathematical understanding, and children's social, emotional and personal competencies.
- Ensure that planning, delivery and assessment are coherent and aligned with the school's bilingual educational approach.
- Create a safe, inclusive, respectful and stimulating learning environment.

Observation and Development

- Observe, assess and document children's learning and developmental progress.
- Use observations and assessment to inform planning, provide individual support and work effectively with parents and relevant specialists.
- Encourage independence, curiosity, creativity and positive social interaction.

Collaboration and Professional Practice

- Work collaboratively with colleagues to provide a consistent and cohesive bilingual learning experience.
- Maintain clear, professional communication with parents and carers regarding children's progress and wellbeing.
- Model high professional standards, effective teamwork, safeguarding practice and a commitment to continuous improvement.

Health, Safety and Safeguarding,

- Comply with all school policies and legal requirements relating to safeguarding, health, hygiene, workplace safety and data protection.
- Report any concern or incident relating to a child's welfare or safety immediately and in accordance with the applicable procedures.
- Handle personal information confidentially and professionally.

What You Will Do

- Plan and deliver a high-quality English-language programme for First Kindergarten.
 - Deliver age-appropriate learning activities that develop children's language, literacy, mathematical, social and personal competencies.
 - Provide a stimulating English-language learning experience within our bilingual school model.
 - Observe, assess and document children's learning and development, adapting planning accordingly.
 - Create a safe, inclusive, respectful and stimulating learning environment.
 - Collaborate closely with German- and English-speaking colleagues to develop and strengthen our educational provision.
 - Build and maintain positive relationships with children, parents and colleagues from diverse cultural backgrounds.
 - Participate actively in team meetings, professional development, school events and trips.
 - Contribute positively to the wider school community and support colleagues as required.
 - Maintain clear, professional communication with parents and carers regarding children's progress and wellbeing.
 - Comply with all school policies relating to safeguarding, health, safety, hygiene and data protection.
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Safeguarding Responsibilities

- Follow the school's safeguarding policies, procedures and code of conduct.
- Demonstrate a personal commitment to safeguarding and to the wellbeing of children and colleagues.
- Ensure that all safeguarding concerns or incidents are reported in accordance with school policy.
- Attend safeguarding training as required.

What You Will Bring

Essential	Desirable
Skills • English at native or near-native level, with excellent spoken and written communication skills. • Ability to plan and lead age-appropriate activities that develop children's language, mathematical, social and personal competencies. • Strong teamwork and communication skills. • A proactive, reliable and well-organised approach to work. • Ability to build positive and professional relationships with children, parents and colleagues from diverse cultural backgrounds. • A clear commitment to safeguarding and children's wellbeing.	Skills • Good German language skills. • Confident use of educational technology and digital learning tools. • Sound understanding of early childhood development. • Knowledge of observation, assessment and documentation methods in Early Years.
Qualifications • A recognised teaching qualification appropriate to Early Years or Kindergarten education, or an equivalent recognised qualification. • Eligibility to work in Switzerland and, where applicable, recognition of the teaching qualification by the relevant Swiss authority.	Qualifications • A current first-aid certificate. • Further training in Early Years education, additional learning needs or safeguarding.
Experience • Substantial experience teaching and supporting children in Kindergarten or Early Years. • Experience planning and delivering age-appropriate learning activities. • Experience observing, assessing and documenting children's learning and development.	Experience • Experience contributing to curriculum or programme development. • Experience in a bilingual or international school. • Experience supporting children who are learning English as an additional language.

Key People You Will Work With

Internal: pupils, teachers, the Early Years team, school leadership, school administration and other school staff.

External: parents and carers, external specialists, relevant authorities and cantonal bodies.

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