

## **JOB SHEET | Preschool Assistant**

La Petite Ecole is a bilingual preschool, created in 2012 in Singapore, and which opened its doors in Bangkok in September 2017. The school received the accreditation from the French Ministry of Education in 2019. La Petite Ecole Bangkok is inspired by alternative pedagogies, such as Reggio Emilia or the teaching methods from Céline Alvarez, in order to instil a passion for learning in the child.

### **Role and Activities:**

The preschool assistant will be in charge of helping the teacher(s) with:

- The general psychological and physical well-being of the children;
- Supporting the child in his learning process as well as in the development of his autonomy, on a daily basis;
- Preparing the resources necessary to daily pedagogical activities;
- Participating in and/or animating activities, under the supervision of the teacher(s);
- Preparing the necessary pedagogical equipment based on the teacher(s)' instructions;
- Applying hygiene and safety rules;
- Supervising the children's safety outside of the school grounds during schooling time (i.e. outings);
- Ensuring that the facilities and equipment are clean throughout the day;
- Upkeeping of the facilities and equipment used by the children.

### **Tasks:**

- Welcoming the children in their classroom, at the start of the day;
- Helping the children with dressing, undressing and changing (with a follow-up on autonomy development);
- Basic body hygiene: going to the toilets, washing the hands (provide help if necessary);
- Storing the children's work adequately;
- Preparing the equipment and resources necessary to the children's activities;
- Supervising workshops /activities;
- Preparing snack and meal time, helping the children during meals;
- Ensuring that hygiene and safety rules are respected (in the stairs, corridors, playground...);
- Being vigilant in regards to potential accidents;
- Being able to look after a group of children;
- Cleaning, tidying up and storing of the school's equipment throughout the day, as well as at the end of the day (tables included);
- Supervising and accompanying the children during recess, meals, some activities, nap time, when the buses arrive and when they depart from school;
- Participating in meetings and trainings according to the calendar provided by the School Director;
- Performing any other task entrusted by a line manager.

**Qualities:**

- Discipline and organisation;
- Capable of listening;
- Capable of be respected, while keeping a positive connection with the children;
- Be observant.

**General Behaviour of the Preschool Assistant:**

- A positive attitude with the children, and within the school community;
- Close collaboration with the teachers;
- Able to multi-task and adapt easily;
- A good common sense;
- Able to take initiatives in class;
- Teamwork;
- Dynamic and reactive;
- Diligence.

**Working Schedule (indicative for a full time position):**

- Daily working hours:
    - From Monday to Thursday: from 7:30 to 16:30;
    - On Friday: from 7:30 to 13:30.
  - Must come back to school one week before back-to-school day.
- Paid holidays: 5 weeks.