

EAGLES Club Leader

Job Description

General Description:

The EAGLES Club Leader plans, prepares and leads activities for groups of children after school every weekday during term times. The EAGLES Club Leader is responsible for the day-to-day management and administration of the club with the support of the Assistant Principals (Primary).

Hours: 2pm-6.30pm (children attend 3.30pm-6pm) Monday-Friday in ISZL Term time

School Wide Expectations:

- Upholds the ISZL Mission Statement
- Upholds the ISZL School Ethos and Culture
- Adheres to ISZL policies and procedures

Areas of Responsibility:

Leadership

- Providing leadership, support and supervision to EAGLES staff
- Holding regular staff meetings
- Administration and record keeping of staffing attendance and needs
- Administration and record keeping of student attendance and needs (health, social, emotional)
- Ordering and purchasing supplies and materials within an agreed budget
- Developing and maintaining collaborative working relationships with all members of the club (children and staff), the school and parents
- Undertaking appropriate and relevant training
- Monitoring and maintaining a healthy, safe and secure environment for children and staff
- Communicating with Admissions Department and attending Admissions events
- Communicating with parents about any challenging behaviour or behavioural concerns regarding children
- Communicating with parents about late pick-ups
- Communicating with Principals about concerns for students

Planning and Preparation

- Providing an inclusive and welcoming environment that incorporates the children's ages, interests and abilities
- Working collaboratively to plan and prepare age-appropriate activities and engagements
- Setting up appropriate spaces including furniture and equipment and outdoor spaces
- Consulting with children and involving them in planning activities

Supporting children & families

- Providing holistic support (physical, social and emotional) for the children from time of entry to the club until handover to parents/guardians (3.30-6pm)
- Communicating any questions or concerns for children with Assistant Principals
- Ensuring appropriate hygiene, health and safety standards

- Administering first aid when necessary and consulting nursing staff when appropriate
- Ensuring current ISZL child protection procedures are followed
- Providing information to parents about their child's participation and experiences during the club

Essential qualities

- Primary School Teaching qualification (B.Ed or PGCE) and experience of working with children in Primary Schools
- Experience of working in a leadership role
- An understanding of the varied needs of international children and families
- An understanding of the role of play and outdoor learning in children's lives
- The ability to work as part of a team
- Excellent communication skills in English
- Ability to use technology resources
- Valid work permit for Switzerland

Desirable qualities

- At least 2 years experience of working in a childcare setting, play-based setting or Primary School classroom
- Knowledge or experience of working in an International School setting
- Multi-lingual (German desirable)

Application Process

- Interested applicants are asked to email a resume and letter of interest to employment@iszl.ch (Cristina De Barrio, Human Resources) with a subject heading of "EAGLES Club Leader". Applications will continue be accepted until the position has been filled.