

# After School Care Assistant/Eagles Club Assistant (Part-time)

Whole School  
Job Description

## Our Mission

We are a community of learners determined to make the world – or our corner of it – a better, kinder place. We reflect our values in everything we do so that we make the most of opportunities and challenges in a spirit of enthusiastic inquiry

## Our Vision

We help every student turn learning into action, creating opportunities for students to stretch themselves further and achieve more than they believe possible.

### General Description

The After School Care Assistant/Eagles Club Assistant works alongside the EAGLES Club Teacher to plan, prepare and assist with activities for a group of children after school (Hours: 3pm-6pm, Monday-Friday during ISZL's Term time + weekly staff meeting).

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The After School Care Assistant/Eagles Club Assistant is expected to:

### Planning and leading activities

- Provide an inclusive and welcoming environment that incorporates the children's ages, interests and abilities
- Work collaboratively, with the guidance of the EAGLES Club Teacher, to plan, prepare and assist with age-appropriate activities and engagements
- Set up appropriate spaces including furniture and equipment and outdoor spaces
- Consult with children and involve them in planning activities
- Attend regular EAGLES staff meetings
- Undertake appropriate and relevant training

### Supporting children & families

- Provide holistic support (physical, social and emotional) for the youngest children from time of entry to the club until handover to parents/guardians (3.30pm - 6pm)
- Communicate any questions or concerns for children with the EAGLES Club Teacher or Leader
- Administer first aid when necessary and consult nursing staff when appropriate
- Ensure current ISZL child protection procedures are followed
- Maintain collaborative working relationships with all members of the club (children and staff), the school and parents
- Monitor and maintain a healthy, safe and secure environment for children

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### Required and Preferred Qualifications

- Experience working with young children
  - The ability to work as part of a team
  - Communication skills in English
  - Valid work permit for Switzerland
  - Training and experience of working with children in a childcare setting, play-based setting or school setting
  - An understanding of the role of play and outdoor learning in children's lives
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**Compensation**

Compensation for this position will be commensurate with the responsibilities of the position and is very competitive globally.

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**Application Process**

- Submit one PDF with a letter of interest and CV via the application link found in the Employment section of ISZL's [website](#)
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**Key ISZL Reference Documents**

- [Guiding Statements](#)
  - [Learning Principles](#)
  - [Inclusion Policy](#)
  - Visit the Employment section of ISZL's [website](#) for more information
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**Child Protection**

ISZL is committed to the use of the International Task Force on Child Protection screening and assessment practices for schools for all hiring processes.