

KIS International School Reignwood Park

Job Description: Early Years Nanny- IB Primary Years Programme (PYP)

Position Overview:

Nannies at KIS International School Reignwood Park are expected to give the highest possible standard of care in supporting the daily needs of our Early Years students.

Employment Arrangements:

- Full-time Contract
- 5 working day per week / 7:00 - 17:00 Monday to Friday
- Vacation as per administrative staff

Report to: Report to Primary School Principal during school term and to Facilities Manager during School Breaks.

Skills, Experience, & Attributes Sought:

- At least 2 years of experience in looking after young children
- A strong understanding of in an Early Years or Primary School learning environment (preferably in an international setting)
- Strong communication skills
- Patient, flexible and caring with a positive outlook
- Strong work ethic
- An understanding and commitment to safeguarding and child protection policies and procedures

Key Responsibilities:

- Treat everyone with respect, patience, integrity, courtesy, dignity and consideration

- Use positive language at all times with students, staff, parents and guests of KIS International School Reignwood Park.
- Maintain appropriate physical boundaries at all times and ensure any physical interactions are appropriate, public and non-sexual in nature
- Maintain awareness of the signs of child abuse and neglect, and vigilance in recognizing those signs
- Understand and strictly comply with the KIS International School Safeguarding and Child Protection policies and procedures
- Cooperate fully with any investigations of child abuse and neglect
- Attend and engage with all training related to the understanding and reporting of child abuse and neglect
- Respect the privacy of students in sensitive situations such as toileting, showering and changing clothes. When it is necessary to supervise children during this time there will be two adults present at all times. Nannies will recognize age appropriate boundaries, and not do for students what they can do for themselves
- Consider the child's development and age appropriate norms in their dealings with students. Take a lead role in enabling a child to become independent and responsible for themselves in every aspect. Specifically, with respect to personal responsibility, independence, toileting, dressing and hygiene
- Coordinate with School Services staff to ensure that bathrooms, changing rooms, eating areas are safe and clean for students to use.

The above employees *must not*:

- Touch or speak to students in a sexual or inappropriate manner
- Inflict any physical, emotional or verbal abuse such as striking, spanking, shaking, slapping, humiliating, ridiculing, threatening or degrading students
- Accept or give gifts to students without informing the appropriate department at KIS International School Reignwood Park

- Engage in any private communications with students
- Use profanity in the presence of students at any time
- Take photos or videos of students at any time
- Be in a situation that can be seen as unprofessional or sexual in nature while dealing with students while on or off campus
- Be alone with a student at any time on or off campus,
- Consume alcohol, tobacco or illegal substances in any amount during work duties
- Share sexual or otherwise inappropriate material of any kind with students, in any capacity

Any action inconsistent with this description or failure to take action mandated by KIS International School Child Protection Policy may result in disciplinary action up to and including removal from the school and subject to criminal prosecution and civil liability in accordance with the law.

We are committed to child protection and follow the Safe Recruitment Practices recommended by the International Task Force on Child Protection.

Developed: 13 June 2024

Approved: