



JOB DESCRIPTION

Job Title	:	Teacher Aide
Reporting to	:	Grade Level Lead - Nursery and/or Kindergarten
Job Overview	:	Responsible for Children (New and Existing)

Primary Function

- The teacher-aide is primarily responsible to the Grade Level Lead - Nursery and/or Kindergarten and the assigned Educator/s in assisting in the care of children in the class.
- The teacher-aide is responsible for executing assigned projects or assignments given to them by the Grade Level Lead - Nursery and/or Kindergarten and other Senior Staff of SJI International Preschool.

Job Duties and responsibilities

1. Assists in class activities and administration.
2. Facilitates learning centres activities.
3. Assists in ensuring a conducive physical learning environment for learning.
4. Assists in routine care (needs-based showering, feeding etc) of the children (wherever applicable).
5. Facilitates mealtimes with children.
6. Assists in the making of learning resources.
7. Handles the maintenance of toys, resources and equipment.
8. Meets with educator/s to contribute to the developmental profile of children.
9. Meets with educator/s to plan for the learning environment, DAP and integration programme.
10. Participates in committees, new initiatives, projects, organisation and school's activities.
11. Perform other related duties as assigned by the Senior Educator and other Senior Staff of SJI International Preschool.

Requirements

- Minimum NITEC, 3 GCE 'O' Level passes (including English language) or equivalent qualification for Early Childhood Educator

- Experienced in working with young children using English as a medium of instruction
- Strong interest and commitment in working with all children including children with diverse needs

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.