

## Job Description

# Daycare Teacher/Teaching Assistant

**Belgium**

**Waterloo**

**St John's International School**

**Inspired**



**Line Manager/Reporting into:** Primary School Principal  
Day Care Lead Teacher

**Full Time/Part Time:** Full-time

**Languages Required** English & French

### Duties and responsibilities

- Provide care for children, such as setting schedules and routines, grooming, feeding, changing diapers, and cleaning rooms and toys.
- Develop and encourage age-appropriate learning and socialization to ensure children learn basic skills and concepts, such as communication, manners, sharing, etc.
- Provide a stimulating environment for young learners with activities and resources easily accessible.
- Maintain a safe workplace by monitoring children for health, behavioral, and emotional issues and report concerns to staff and parents.
- Help children discover new interests by introducing them to art, music, sports, and other potential hobbies.
- Ensure children are learning positive behaviors and provide guidance on approved discipline, as needed.
- Prepare children to enter the next level of care or for entry into school.
- Keep records relating to child care and share notes with the Lead Teacher on a regular basis.
- Work with parents to help children progress towards educational and behavioral goals.

### Expectations

- Ideally, up to 5 years' experience but we are open to any high-quality applicant
- Maintain professional attitude and loyalty towards SJIS.
- Exhibit flexibility in relation to change
- Treat children, parents and staff with respect and dignity.
- Be fair and consistent in dealing with students
- Arrive for work and meetings on time. • Attend all mandatory staff meetings.
- Be positive/enthusiastic
- Be patient and encouraging

### **Essential Skills and Abilities**

- Bachelor's Degree in related field or equivalent by experience
- Patience and flexibility; ability to manage young children in a calm manner.
- Ability to relate well to young children and adults.
- Positive attitude, reliability, and a good sense of humor.
- Keep up to date with educational trends
- Competent IT user

### **Safeguarding**

Inspired are committed to safeguarding and promoting the welfare of children and young people and if successful you are expected to share this commitment. The protection of our students' welfare is the responsibility of all staff and individuals are expected to conduct themselves in a way that reflects the principles and values of our organization