



INTERNATIONAL SCHOOL OF HAMBURG

The International School Hamburg (ISH) is the oldest international school in Germany. Established in 1957, the school is accredited by the Council of International Schools and the New England Association of Schools and Colleges. Our school offers an English medium education from preschool through grade 12 and is highly regarded in the world of international schools. We teach the IPC in Primary School, the MYP in Middle School and the IB Diploma in High School. There are currently about 770 students enrolled. The number of employees, most of whom come from English-speaking countries, is about 180. In terms of turnover, total assets and number of employees, the school corresponds to a medium-sized company.

We are currently looking for an

After School Care Helper (part-time/50%)

Ref. Code: 2021-040

Position Summary:

The International School of Hamburg seeks an After School Care Helper to assist the After School Care (ASC) Coordinator and ASC assistants with the After School Care programmes according to the responsibilities and qualifications listed below. Interested candidates are urged to apply as soon as possible.

Your general responsibilities will be:

- Assist the ASC Coordinator and ASC Assistants in ensuring the efficient and safe operation of the After School Care and Camp programmes
- Communicate student behavior concerns to the ASC Coordinator
- Be aware of and comply with all health and safety requirements
- Follow all policies and procedures to ensure the safety of both staff and students
- Help students keep track of their belongings and have all belongings to go home
- Understand and be able to follow all emergency procedures
- Participate actively in a team approach encouraging and offering support to the children
- Participate actively in activities as outlined in the programme plan
- Ensure the ASC students have a positive experience
- Attend ASC/Camp staff training as required
- Communicate with parents when they collect students
- Assist the ASC Coordinator and assistants in preparing learning experiences and materials
- Assist the ASC Coordinator to organise and help supervise camps in the school holidays
- Support the process of welcoming new students to the programmes
- Assist the ASC to store supplies for the ASC programmes
- Ensure that any accidents and incidents are recorded
- Support students in being organised
- Keep the resources organised and tidy
- Leave the room tidy and in good order for the cleaners to clean thoroughly
- Actively engage with students in the after school programme
- Assist students with their Homework as appropriate for their age
- Build a positive rapport with students
- Involves working until 18:30 on school days



Responsibilities in Student Attendance:

- Assist the ASC Coordinator and ASC Assistants with accurate and timely recording of student attendance

Responsibilities in Communication:

- Be clear and articulate in written communication

Personal Attributes and Characteristics

- Outstanding interpersonal skills: an effective listener who thrives in a collaborative environment
- Honesty, integrity, compassion and a good sense of humour
- Strong self management and problem-solving skills
- Stamina and resilience
- Cultural sensitivity
- Energetic, enthusiastic, approachable and open-minded
- Act as a role model for students and colleagues

Our perfect candidate matches the following:

Applicants must have experience in working with young children. Teaching assistant qualifications are preferred. Experience planning engaging learning experiences for students is an advantage. Experience and training in the use of technological platforms are also advantageous. Valid First Aid Qualification would be an asset.

Child Safeguarding at ISH:

The International School of Hamburg is fully committed to child safeguarding in accordance with the International Task Force on Child Protection. We undertake rigorous reference and background checks on all candidates for employment and we expect all employees to commit to protecting the safety and well-being of every student. We are a member of The Safeguarding Alliance, a premier centre of safeguarding excellence ensuring organisations maintain best practice to keep children and young people safe. ISH does not discriminate in our employment processes on the basis of age, religion, ethnic background, nationality, sexual orientation or mother tongue status.



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What we offer:

- An international working environment
- A modern workplace with excellent resources
- Starting date is 1st of August 2021
- The position is initially limited to one year
- A part-time position with 16.25 hours per week (0.5 FTE)
- Payment in accordance with the Works Agreement

Interested applicants should send a letter of interest with a current CV indicating the above-mentioned position including reference code to HR@ishamburg.org by Monday, 19th of July 2021.

We are looking forward to receiving your application and getting to know you soon!

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<https://www.ishamburg.org>