



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 and Camp Coordinator (part-time/80%)

Ref. Code: 2021-038

Your general responsibilities will be:

- Ensure the efficient and safe operation of the After School Care and Camp programmes
- Communicate student behavior concerns to the ECC/JS Assistant Principal and Principal
- Promote and develop the programme in conjunction with the ECC/Junior School Assistant Principal, ECC Coordinator and ECC/JS Principal
- Carry out day to day administrative tasks in collaboration with the Assistants and Helpers
- Be aware of and comply with all health and safety requirements
- Manage, supervise and coach all staff, volunteers and contractors enlisted to assist with the programme
- Ensure all staff involved in these programme participate in the annual Child Safeguarding training led by our Safeguarding Officer
- Ensure that policies and procedures are in place to ensure the safety of both staff and children
- Ensure that any accidents and incidents are recorded and reported to the school nurse and and to the ECC/Junior School Principal
- Understand all emergency procedures and be able to take control in an emergency
- Develop and participate in a team approach encouraging and offering support to the children
- Lead and participate in activities as outlined in the programme plan
- Ensure that the children have a positive experience and that their families are comfortable and satisfied with the care they are receiving
- Train new staff through an induction process
- Attend ASC/Camp staff training as required
- Communicate with parents and the finance department about invoicing
- Support the assistants/helpers in preparing learning experiences and materials
- Plan, organise and help supervise camps in the school holidays
- Support the process of welcoming new students to the programmes
- Order, manage and store supplies for the programmes
- Help to problem solve and find solutions in relation to the programmes
- The programmes involve working until 18:30 on school days



Responsibilities in Student Attendance:

- Correspond with parents if a student is absent from After School Care or Camp without prior notice
- Oversee the accurate and timely recording of student attendance

Responsibilities in Communication:

- Take an active role in promoting the School and communicating the ISH mission, vision and values
- Ensure that parents are kept informed through regular emails and other channels, both formal and informal
- 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 two years with option to permanent employment
- A part-time position with 26 hours per week (0.8 FTE)
- Payment in accordance with the Works Agreement
- 6 weeks of vacation

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 Friday, 16th 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>