

Early Years Teaching and Crèche Assistant

Foley's School is a prestigious private International School renowned for its high standards of discipline, academic excellence, and wide range of extracurricular opportunities.

We are seeking a caring, enthusiastic, and dedicated **Early Years Teaching and Crèche Assistant** to join our Early Years team. The successful candidate will work closely with the class teacher to support the learning and development of our youngest pupils, helping to create a safe, stimulating, and nurturing classroom environment where children thrive as well as support the crèche in the afternoons.

The ideal candidate will have excellent spoken English, experience supporting early reading and phonics development, and a genuine passion for working with young children.

Key Responsibilities:

- Support the class teacher in delivering engaging, play-based learning activities across the Early Years curriculum.
- Work with individual children and small groups to develop early literacy, phonics, communication, language, and numeracy skills.
- Reinforce phonics teaching and support children in developing early reading and writing skills.
- Encourage children's social, emotional, and personal development through positive interactions and effective behaviour management.
- Prepare and organise classroom resources and learning materials.
- Observe children's progress and provide feedback to the class teacher.
- Supervise children during indoor and outdoor learning, playtimes, and school activities, ensuring their safety and wellbeing at all times.
- Provide personal care and support where required.
- Help maintain a clean, organised, welcoming, and stimulating learning environment.
- Work collaboratively with teachers, colleagues, and parents to support each child's learning journey.

Essential Qualifications and Skills:

- A relevant diploma or qualification in Early Years Education, Education, Childcare, or a related field.
- Previous experience working with children in an Early Years or primary educational setting.
- Experience supporting the teaching of early reading and systematic phonics.

- Excellent spoken and written English, with clear communication skills and accurate pronunciation suitable for modelling language to young learners.
- A warm, patient, and nurturing approach to working with young children.
- Strong organisational skills and the ability to work effectively in a busy classroom.
- Excellent interpersonal skills and the ability to work collaboratively as part of a team.
- A commitment to safeguarding and promoting the welfare of children.
- Knowledge of Greek would be an advantage but is not essential.
- A commitment to the School's mission, values, and high expectations.

How to Apply:

Interested candidates are invited to submit their application, a recent photograph, and a CV together with a cover letter outlining their suitability for the role to jobs@foleysschool.com by **7th October**.

Please include your name and "**Early Years Teaching Assistant and Crèche Application**" in the subject line of your email.