

## GROUP LEADERS/ TEACHERS



### Main responsibility and position within Smartkids:

The group leader is, under the supervision of the Location Manager (LM), responsible for the daily care, guidance and development of a group of children. She/He acts according to the vision and policies of International Child Care Centre Smartkids and acts as a part of a team of group leaders.

Duties towards the children:	The group leader:
<ul style="list-style-type: none"><li>• will guide and take care of the children as individuals and as a group.</li><li>• is responsible for the atmosphere, where children feel accepted and safe.</li><li>• guides and stimulates the children in all aspects of their development.</li><li>• creates an environment in which children are stimulated to play and explore and creates special and enticing play activities (age related).</li><li>• takes care of saying hello and goodbye. (Not the assistant).</li><li>• is aware of the developmental stages of the children, observes children and reports about their well-being to the LM and informs the parent about the child's development.</li><li>• takes care of the daily hygiene of children.</li></ul>	



Duties towards parents:	The group leader:
<ul style="list-style-type: none"><li>• is the main person in contacting and initiating communication with parents of her group and informs the parents about the development of the child, rules, etc.</li><li>• can advise parents in all developmental questions.</li><li>• will inform the LM if and when there are developmental issues with a child; from there it will be decided how this will be handled/ addressed.</li><li>• stimulates parents to visit the group every now and then.</li><li>• creates a good contact with and shows a respectful attitude towards parents.</li></ul>	



Duties towards organization:	The group leader:
<ul style="list-style-type: none"><li>• contributes towards policies and vision through meetings and workgroup sessions.</li><li>• helps in organizing parent-meetings.</li><li>• is responsible for furniture and toys within the classroom and surrounding; discusses requests/repairs with the LM.</li><li>• is responsible for administration related to children and planning (contact addresses, planning, register, reports).</li><li>• is expected to act as good role model to children, parents, assistants and others.</li></ul>	

**Cleaning duties:****The group leader:**

- takes care of good hygiene in the group, toilets and other areas. She/he informs the LM about problems or broken items.
- performs small cleaning duties in the group (cleaning toys, small repairs of toys).

**Duties in relation to the LM:****The group leader:**

- informs the LM about her group and assistants.
- informs the LM about wishes, questions, and complaints from parents.
- participates in meetings about children, parents and works closely together with colleagues.

**Duties in relation to colleagues and assistants:****The group leader:**

- is responsible for good teamwork; she/he gives feedback and stimulates colleagues. She/He is friendly and respectful towards colleagues. She/He shows insight in own functioning and is flexible and she/he is focused on finding positive solutions.
- guides and instructs assistants in their work and attitude in the group and informs LM about progress/ problems.

**Requirements / Qualifications**

- Foreign pedagogic degree - preferably in early childhood education
- Experienced in working with a group of young children for at least 2 years
- Fluent in English