



ANNEXURE A

Job Description: Asst. Teacher - Early Years (Preschool)

Job Title: Assistant Teacher, Early Years Department
Reports to: Class Teacher and Head of Early Years
Location: Josephian Schools, Dar es Salaam, Tanzania

Job Purpose

The Assistant Teacher in the Early Years Department will work closely with the Class Teacher to support the academic, emotional, and physical development of our youngest students, aged 2-5 years. The role requires a nurturing, patient, and enthusiastic individual committed to creating a safe and engaging learning environment. The Assistant Teacher will assist in delivering the curriculum, supporting classroom management, and ensuring the well-being of the children.

Key Responsibilities

1. Academic Support

- Assist the Class Teacher in delivering the Early Years curriculum, ensuring that it is engaging, developmentally appropriate, and meets the needs of all students.
- Support individual students or small groups under the direction of the Class Teacher to reinforce learning concepts and provide additional assistance as needed.
- Help prepare instructional materials and resources for classroom activities.
- Participate in the assessment of students' progress by recording observations and assisting with evaluations.
- Provide feedback to the Class Teacher on student performance and areas needing improvement.

2. Caretaking and Supervision

- Assist in supervising students during classroom activities, playtime, and transition periods, ensuring their safety and well-being.
- Help manage children's behavior in a positive and constructive manner, in line with school policies and the Class Teacher's guidelines.
- Attend to the basic needs of the children, such as assisting with dressing, toileting, and feeding, and ensuring that hygiene standards are maintained.
- Support students with special needs, ensuring they are included in all activities and receive appropriate assistance.



3. Classroom Management and Organization

- Assist in setting up and maintaining a clean, organized, and stimulating classroom environment.
- Help with the preparation and organization of classroom materials, displays, and resources.
- Support the Class Teacher in maintaining accurate records of student attendance, performance, and incidents.

4. Communication and Collaboration

- Work collaboratively with the Class Teacher, Head of Early Years, and other staff to ensure a consistent and cohesive approach to teaching and learning.
- Communicate effectively with parents and caregivers under the guidance of the Class Teacher, providing updates on students' progress and well-being.
- Participate in team meetings, professional development opportunities, and school events as required.

5. Professional Conduct

- Adhere to the school's policies and procedures, including those related to child protection, health and safety, and equality.
- Maintain a high standard of professionalism, including confidentiality, punctuality, and reliability.
- Exhibit a positive attitude, enthusiasm, and a willingness to contribute to the broader life of the school.

Qualifications and Experience

- **Education:** Certificate or Diploma in Early Childhood Education, Child Development, or a related field. Additional certifications in childcare or first aid are an advantage.
- **Experience:** Previous experience working with young children in an educational or caregiving setting is preferred.
- **Skills:**
 - Strong interpersonal and communication skills.
 - Patience, empathy, and a nurturing attitude.
 - Ability to work effectively as part of a team.
 - Basic knowledge of child development and early childhood education principles.
- **Personal Attributes:**
 - Passion for working with young children.
 - Creativity and enthusiasm for engaging children in learning.
 - High level of responsibility and trustworthiness.



Working Conditions

- **Hours:** Full-time, with the potential for occasional after-hours events or meetings.
- **Location:** Based on-site at Josephian Schools, Dar es Salaam.
- **Environment:** The role involves working indoors and outdoors, with the possibility of physical activities that require lifting, bending, and caring for young children.

How to Apply

Interested candidates should submit their resume and a cover letter outlining their qualifications and experience to HR@stjosephs.co.tz by 15 Aug 2025. Please include "Assistant Teacher, Early Years Department" in the subject line of your email.