



## Canadian School of Milan

### Job Description

<b>Job Title:</b>	<b>Pre School Teaching Assistant</b>
Working hours:	38 hours per week - Monday to Friday from 8.00 to 16.00
Location:	Via Melchiorre Gioia 42, Milano
Starting date:	September 2025
Reports to:	Pre-school and Primary school Coordinator/Principal
Purpose of Job:	Pre-school teaching Assistants work under the direction of the Pre-school Teacher to supervise and support the teaching and learning of a group or individual students, ensuring safety and access to learning activities.

### Essential Requirements

- Excellent oral and written English, native speaker preferred
- Degree in Early Childhood Education or Elementary Education preferred
- Paediatric First Aid, or willingness to study for it
- Previous preschool or early childhood classroom experience
- Understanding of principles of child development and learning processes
- Good ICT skills
- Capable of correct professional etiquette and courtesy with students, staff, and parents
- Strong communication and presentation skills
- Flexibility and proactivity to participate constructively in school activities
- Acceptance to undergo criminal checks and child protection screening
- Appropriate references from current and previous employer

### Safeguarding Responsibilities

- Ensure that children feel safe and protected, in school and out in the community
- Follow the guidance laid out in CSM's code of conduct, child safeguarding policy and related policies
- Carefully observe children and actively participate during break duties
- Maintain confidentiality within School
- Ensure that safeguarding and health & safety concerns are reported accurately and in a timely manner
- Support the classroom/school ethos and encourage good standards of behaviour
- Escort children within and outside the premises (e.g. between classrooms, on educational visits, swimming lessons, sports events)

### Learning and Teaching

- Support teaching and learning inside and outside the classroom
- Assist class teacher in assessment and record keeping as directed

- Be involved with school trips and extra-curricular activities
- Work with small groups, extending their learning based on individual targets and formative assessments as directed by teacher
- Encourage children's oral language development through play, books, stories and personal interaction.
- Help children who need support in putting on coats, shoes etc whilst encouraging independence.
- Provide support to children during lunch and snacks
- Play games which encourage development of skills such as sharing, turn taking and co-operation
- Support literacy and numeracy development and practical activities in the classroom, planned as directed by teacher
- Support children in focusing and staying on task and provide appropriate praise and encouragement

### **Planning and preparation**

- Undertake routine tasks as required
- Assist in the display of children's work and production/maintenance of resources as directed by class teacher
- Assist teacher with preparation of class materials to support the individual needs of specific learners
- Ensure that teachers have all the resources required for teaching
- Attend staff planning and training days, as well as staff meetings

### **Professional and Personal Development**

- Maintain professional standards especially in dress, punctuality and attendance
- Continual development through the identification and implementation of your annual performance management review targets
- Be able to identify sources of support
- Set achievable goals and priorities based on self-review
- Foster positive relationships with parents and the wider community

### **Personal Attributes**

- High level of personal integrity
- Flexible and positive at work
- Well organised with excellent time-management skills
- Adaptable to a fast paced environment
- Able to work under pressure while remaining calm
- Willing to take on multiple tasks
- Self-motivated and enthusiastic
- Team player