

Class Assistant (FLE Junior)

Position: Class Assistant

Reports to: In-charge teacher

Supervisor: In-charge teacher, FLE junior Coordinator

Profile of the Class Assistant:

- Should be a graduate with an experience in dealing with children
- Be motivated and passionate about working with children
- Be well organized and able to understand and anticipate children's challenges

Main Responsibilities:

- Preparing the physical environment of the classroom for lessons
- Ensuring that teaching materials are ready for use
- Helping children who have learning difficulties to complete tasks
- Taking notes for children who have difficulty keeping up with the pace of the class
- Taking charge of group activities and making sure all students are involved
- Taking charge of children who have problems or have had an accident
- Providing general encouragement for all the children in the class
- Taking class attendance
- Attending meetings
- Accompanying the children to the washroom
- Replacing the teacher when he/she is away

How to apply: Send your **CV** and **cover letter** to fle.junior@afaccra.org by **Saturday 13th February 2016**.

Position starting as soon as possible.