



# BRANKSOME HALL

## **Early Years Educational Assistant** **Employment Terms: Full-Time Contract** **Start Date: August, 2022**

Branksome Hall, a leading independent International Baccalaureate (IB) World School for girls challenges and inspires students to love learning and shape a better world. Through the unique combination of wellbeing, outstanding academics and international mindedness, Branksome Hall students and employees become impactful leaders who give back to their communities. With our values of Sense of Community, Inclusiveness, Creativity and Making a Difference as a foundation, Branksome Hall offers a strong liberal arts curriculum that develops critical thinking and inquiry skills.

### **The Opportunity**

For the 2022-23 academic year, we are seeking an Educational Assistant to work in our Junior School. With the ability to build caring rapport with students, the successful candidate will join the Primary Years team, providing supervisory and classroom support as assigned in the Junior School and lunchroom locations. As well, the Educational Assistant may provide support in the before and after care programs.

The hours for this position will generally be Monday to Friday from 8:30 a.m. to 5:30 p.m. and will follow the academic year.

### **Responsibilities will include, but are not limited to:**

- Assist with overall routines, program planning and implement curriculum in the Junior School Kindergarten classrooms;
- Assist with and support the educational and social development of children under the guidance of classroom teachers;
- Support and accompany students through transitions in and out of the classrooms;
- Partner with the Early Years' Educators to address students individual needs and stages of development;
- Supervise recess and lunch periods as assigned;
- Work with students and assist with overall routines and program in the before and aftercare program;
- Liaise and establish strong relationships with colleagues, students, parents, caregivers and the Branksome Hall community as a whole;
- Assist when needed with daily reporting, record keeping and liaising with parents and/or other caregivers;
- Participate in team meetings and workshops as required;
- Provide supervision support in the full-day care program provided on PD days;
- Perform other duties and responsibilities as required from time to time.

### **Required Qualifications and Experience:**

- Diploma or degree in a related field, preferably in Early Childhood Education (ECE);
- A registered member in good standing of the College of Early Childhood Educators, is preferred;
- Minimum 3 years' experience in a similar role working with school aged children;
- Considerable knowledge of best practices and familiarity with age-appropriate activities for a wide range of early elementary aged children;
- A positive attitude and ability to maintain a calm and professional demeanor;
- Enthusiastic, energetic and keen to contribute to Branksome Hall's program;
- Excellent communication and interpersonal skills with the ability to communicate with various stakeholders including parents/caregivers;
- Strong collaborator and team player with the ability to take initiative both inside and outside of the classroom;
- Understanding and awareness of health and safety;
- Knowledge of relevant technology and able to work in an online environment;
- First Aid certification is an asset.

### **How to Apply:**

If you would like to join a leading educational institution and dynamic team, [please click here](#) to submit your resume and cover letter by **August 19, 2022**.

**Applications to this position will be reviewed as of August 19, 2022, and the posting will remain open until the position has been filled.**

Applications will also be accepted by mail and can be sent to the address below:

Branksome Hall – Human Resources

10 Elm Avenue

Toronto, Ontario

M4W 1N4

Branksome Hall is an equal opportunity employer and welcomes applications from all candidates who meet the minimum requirements for the position. Branksome Hall is strongly committed to diversity, equity and inclusion within its community and especially welcomes applications from racialized persons/persons of colour, Indigenous/Aboriginal People of North America, persons with (dis)abilities, LGBTQ persons, and others who may contribute to the further diversification of ideas, and champion diversity in its broadest sense. Accommodations are available upon request for candidates engaging in all parts of the recruitment and selection process at Branksome Hall.

**For External Applicants Only:** As an educational institution, with the health and safety of our

community as a priority, we require all employees to be fully vaccinated prior to their start date.

We thank all candidates for their interest, however, only those selected for an interview will be contacted.

To learn more about working at Branksome Hall, please visit [www.thinkerswanted.ca](http://www.thinkerswanted.ca) or visit our website at [www.branksome.on.ca](http://www.branksome.on.ca).