



# JOB DESCRIPTION

## Kindergarten & Preschool

Expose

Job Description for BCS Kindergarten and Preschool Music Teacher

BCS Kindergarten & Preschool  
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Stand 26. April 2018

Job Description:

### **A Music Teacher within the Teaching Team of BCS Kindergarten & Preschool**

Field of work: Kindergarten of EBS Europäische Bildungsstiftung gGmbH

Working hours: minimum of 30 hours per week

Berlin Cosmopolitan School is seeking an early music educator for to join our kindergarten and preschool campus located at Invalidenstraße 130, 10557, Berlin. The Early Childhood Music Educator will be responsible for teaching music to children from ages 1 through 6 throughout our 18 student groups. Teaching responsibilities include both teaching music and movement with a very strong emphasis on incorporating the theories and practice of Gordon music learning theory and preparatory audiation developmental guidance.

#### Objectives:

- Part of a teacher's team of an international kindergarten focusing on professional play based implementation of our BCS Kindergarten and preschool general and music curriculum
- Promotion and further development of the positioning as a German-English premium institution within Berlin (excellence) regarding the support of the development and education of children in a play based environment with a theme based curriculum whilst creating provocation-based, transdisciplinary learning opportunities with music
- Low threshold communication with group teachers and parents of children with additional needs (i.e., support plan development, Integration status process & child protection related matters)
- Collaboration of ideas and commitment toward further development of a high-performance team regarding the support of all children
- Implementation and realisation of BCS's pedagogical music standards with the group, year group and entire team (curriculum implementation, development reports, development talks, support plans, differentiation, language acquisition, etc.)
- Handling of written and oral communication with colleagues and parents in either English and/ or German
- Maintenance and further development of pedagogical quality regulations of EBS Europäische Bildungsstiftung gGmbH
- Support for kindergarten management and cooperation with the curriculum coordinators, Heilpaedagogue, support teachers, group teachers, and administrative department
- Observance and further development of BCS's quality policy and mission statement with regards to internationally-minded principles
- Close, professional and trustful cooperation with colleagues working in the Kindergarten & Preschool team

#### Professional qualifications:

- BM in music or music education
- Music teacher certification/recognition. US K-12 of equivalent
- 3 years of early music education teaching experience

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- Working knowledge of theories and practice of Music Learning Theory
- Demonstrated ability and experience to engage the interest of young children
- Strong English Skills (or native English)
- Demonstrated ability to work well with parents
- Demonstrated ability to work effectively as a team member
- Commitment to professional growth

#### Desired qualifications:

- Master's Degree in Music or Music education
- Book 1 Suzuki teacher training in violin or other instruments. Books 1-4 preferred.
- Suzuki early childhood education teacher training prenatal through preschool
- Gordon Institute for Music Learning Level 1 Certificate
- Early Childhood Music and Movement Association Level 1 Certificate
- Experience with Music Mind Games pedagogy

#### Classroom Management

- Fulfil Hygiene, Health and Safety and cleanliness objectives in music/theatre room
- Health & Safety management with forms provided by administration
- Ability to provide a structure of the weeks and months for children in regards to music
- Organisation, structuring, presenting and excellent care of music learning resources
- Celebration of special days and festivities through music with all groups
- Information / dissemination structure to involve parents with the music curriculum
- Respect of deadlines (orders, music development reports, planning sheets, year book, etc)

#### Curriculum Delivery

- Reflective Planning and Implementation of transdisciplinary theme based learning and creation of differentiated provocations through music
- Good care of curriculum resources
- Informing parents of curriculum objectives and milestones of individual children, maintaining an actual portfolio documenting milestones (digital and analogue)
- Conduct of age appropriate, milestone and curriculum-related field trips
- Preparation of children for additional classes and clubs
- Communication with teaching colleagues in order to maintain a differentiated approach towards individual children during music lessons and clubs
- Knowledge and implementation of the fostering empathy and steps to problem solving curriculum designed by BCS Kindergarten and Preschool
- Development of participation of children in the music room and implementation of consent approach with children

#### Music Specific

- Teaching children from age 1 through 6 in groups ranging from 9-22 children
- Collaboration regarding music integration with other members of the BCS team
- Providing an inviting, exciting, innovative, learning environment
- Work and collaborate closely with group teachers

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- Support music integration concepts in morning circles
- Produce regular acculturation experiences for children and families
- Keep records and reporting regularly on the tonal, rhythmic, vocal, and audiation development of each child
- Development and design of music classes and musical enrichment clubs
- Coordination of regular performance opportunities for children
- Participate in planning and execution of school events and children assemblies
- Collaboration with the primary music department

#### Diversity-sensitive approach

- Understanding the importance of differentiation and personalized learning
- Awareness of different cultural and family backgrounds and interventions
- Following anti-bias pedagogy
- Incorporates parents' contributions
- Active participation in team meetings and development of innovative teaching strategies in an international, open-minded, play-based environment
- Identification of trends and needs of children and teachers and communication of those to heads team

#### Team work

- Ability to be flexible with shift change, support group teachers as coverage in urgent need cases
- Providing team members with professional feedback on team work and teaching strategies
- Focus on agenda in team meetings
- Ability and willingness to communicate with every member of the Kindergarten & Preschool staff team including non-pedagogues
- Mentoring & welcoming new staff members
- Providing feedback after trial days of prospective teachers
- Supporting interns in their training

#### Human resource & idea management & professional development

- Advice and support for team of teachers, when possible
- Sharing improvement ideas & feedback with heads
- Awareness of conflicts and solutions for teachers and parents
- Advancement of professional skills using further education
- Leading team meetings on special focus field music topics
- Processing of working hours and times absent
- Assistance and representation of other team member in the group or year group team in their absence (amongst other things: coordination tasks like action and vacation planning)
- Assistance in the coordination and organisation of further educational training regarding special focus field

#### Communication with parents

- Development meetings and reports
- Planning and conducting of parent evening

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- Promoting the collaboration and cooperation with parents and group teachers towards the differentiated development and education of each individual child
- Provision of information, displays and digital

Administrative tasks

- needs assessment
- evaluation
- Cooperation with authorities and service providers
- Promotion of all physical, cognitive, social-emotional needs
- Processing of correspondence
- Assistance in the implementation and adherence of legal requirements
- Quality management

Direct superiors authorised to issue directives:

- Management
- Heads of kindergarten and preschool

On equal terms with:

- colleagues in the team of the kindergarten and preschool

Authorised to issue directives to:

- interns in the Kindergarten & Preschool

In the case of vacation or absence, will be represented by:

- another member of the teachers' team of the kindergarten and preschool or BCS music department

Communication and cooperation relationships:

The professional employee of the kindergarten must maintain a communication and cooperative relationship with following persons and institutions:

- with management, resp. CEO
- with heads
- with employees of the kindergarten and preschool
- with legal authorities in the kindergarten and preschool sector & community (Kiez)
- with the children of the kindergarten
- with parents