

Job Description:

A Position within the Heads Team of the Extracurricular Programme at Berlin Cosmopolitan School

Field of work: Extracurricular Programme of Berlin Cosmopolitan School of EBS Europäische Bildungsstiftung gGmbH

Working hours: 40 hours per week

Start: as soon as possible

Objectives:

- Pedagogical leadership and guidance of the team of educators responsible for the extracurricular programme at BCS (in cooperation with Stefanie Kahle, organisational leadership)
- Pedagogical and practical guidance of an educator trainee
- Expert advice and support for employees
- Awareness of conflicts and solutions
- Leading team meetings with the whole team and weekly reflection meetings with small groups of educators/teachers
- Further pedagogical development of the team
- Observance, realisation, maintenance and further development of BCS's pedagogical and quality standards
- Leading employee performance reviews, incl. documentation
- Advancement of professional skills using further education
- Coordination and organisation of further educational training
- Personnel and cover planning
- Planning and organisation of the vacation programme, individual learning support lessons (ILS), first aid trainings, 'Gesundheitsbelehrung', and projects within the extracurricular programme (e.g. Advent Calendar, theme weeks, assemblies, Halloween, Fasching, Sleepover, Summer Show etc.)
- Close, professional and trustful cooperation with colleagues working in the heads team (Focus areas: human resource management, PYP, facility management, legal regulations) with regards to the four-eye-principle
- Handling of written and oral communication in English and German (with management, administration, staff, parents, and cooperation partners)
- Assistance and representation of other heads in their absence regarding personnel management

Professional qualifications:

- Completed 'Erzieher-Ausbildung' or pedagogical university degree (e.g. B.A./M.A. Social Work)
- At least two years of experience in leadership and/or coordination
- Bilingual (English and German)
- Experience in international institutions

Personal basic skills:

- Physical and emotional stability
- Poise and patience
- Positive attitude to working with parents, children and employees, and interest in intercultural work
- Flexible, independent work
- Joy in communication, ability to take responsibility for the assigned field of work
- Initiative and readiness for duty
- Ability to work in a team and lead a team
- Ability to deal with conflicts and solve conflicts
- Comprehensive pedagogical knowledge
- Organisational skills
- Ongoing and comprehensive independent professional development (independent study and further education)
- Confidence and competence in the English and German language

Communication and cooperation relationships:

Maintaining a communication and cooperation relationship with:

- management, resp. CEO
- other heads
- employees of the extracurricular programme (incl. freelancers, club teachers, private music teachers, Primary and Secondary teachers)
- employees of the provider
- children of BCS
- parents of BCS
- Berlin senate
- cooperating institutions

Shared leadership position with:

- Organisational head of the extracurricular programme

Application:

- by email to: jobs-extracurricular@cosmopolitanschool.de