

**State-Recognized Educator, Social Pedagogue or  
comparable qualification  
or  
International Pedagogical Degrees**

Berlin Cosmopolitan School is a non-profit international school in the heart of Berlin. Since 2004, we have been offering a holistic approach to education to families from all backgrounds. Today, over 800 students from over 45 countries are part of our school community, consisting of BCS Kindergarten & Preschool as well as state-recognized Primary and state-recognized Secondary School.

Guiding BCS students from early childhood to adulthood aims to educate them to become mature citizens of the world. This includes strong academic skills and multilingualism as well as the development of social and intercultural competences.

In the spirit of lifelong learning, we empower students to navigate a constantly changing world and to create both successful and happy lives for themselves and their peers.

As an International Baccalaureate World School, we are authorised to offer the Primary Years Programme (PYP) and IB Diploma Programme curriculum-based on the Berlin Education Framework. After 12 years of schooling, students can graduate with the IB Diploma and the Bilingual German Abitur.

**Work Area: Berlin Cosmopolitan School - Primary School**  
**Working hours: 20 – 40 hours**

**Tasks:**

- Supporting students in the classroom academically, socially, and emotionally, both 1:1 and in small groups
- Promoting the socio-emotional development and competencies of students
- Supporting group dynamics in the classroom, during breaks, and the afternoon
- Developing engaging activities outside of the classroom that promote the holistic wellbeing and development of students
- Supervision of daily breaks and lunch
- Cooperation with international families
- Actively participating in a multi-professional and diverse team
- Evaluation and further development of structures and concepts
- Participation in team meetings and teacher conferences
- Planning, preparing, and facilitating occasional lessons during class time

**Qualifications:**

- Experience working with children of primary school age
- Independent planning, implementation and documentation of support programmes
- Cooperation in multi-professional teams
- Strong communication skills when engaging with parents and families from various backgrounds
- Strong English and German language skills
- High ability to work under pressure and flexibility
- Ability to take and give constructive feedback regarding the further development of daily work
- Solution-oriented working attitude
- Open and appreciative attitude towards our diverse school community
- Strengths including high levels of empathy, cultural competence, critical thinking, reliability and commitment to students

**We offer:**

- Company pension scheme
- Subsidy for BVG ticket after the probationary period
- Voucher card after the trial period
- 26 days vacation/year
- Daily freshly cooked lunch at very favorable conditions
- Development opportunities
- Internal and external training
- Staff events
- Dynamic international team

The position is to be filled as of August 2021

Please send your application by email  
[jobs-extracurricular@cosmopolitanschool.de](mailto:jobs-extracurricular@cosmopolitanschool.de) to:

Paul Epp  
Head of Extracurricular Programme

Carissa Kuhn  
Head of Extracurricular Pedagogy